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ABSTRACT

The responsibilities of and opportunities for faculty at East Texas State University are presented in the 1972 faculty handbook. Information covers: (1) the university's history; (2) organization and administration; (3) faculty senate constitution; (4) faculty student relations; (5) facilities and services; and (6) events, organizations, and recreation. Topics include: general and departmental administration, university councils and committees, employment policies, teaching loads, copyrights and patents, faculty development programs, tenure, and counseling students. (KE)

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East Texas State University

HE 007 454

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Handbook

For the Faculty

Realizing that the faculty is the life-blood of any educational institution, this booklet is published for you to explain the University and your role in its success. We hope that what you want to know about the University and your relationship with it is explained here. Your responsibilities and your opportunities are explained as accurately as brevity will permit. But the University will grow and things will change. These changes will be included in future editions of the Faculty Handbook, or, as changes take place between editions, you will receive memos to keep you posted. It is good to have you on our University staff.

—the Editors

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Brief History of East Texas State University

The present East Texas State University has a long and interesting history—too long, of course, to be included here. The school was started in 1889 when Professor W. L. Mayo established East Texas Normal College in Cooper, a town 20 miles northeast of Commerce. Fire destroyed the school in 1894 and Prof. Mayo accepted the bid of Commerce citizens to locate the school here. It was a modest beginning, but growth has been steady.

Perhaps the briefest history of the University can be told in its series of name changes as indicative of its role in education in the state.

By an act of the Thirty-fifth Texas Legislature, in 1917, the entire college plant, together with fifty acres of land, was taken over by the State of Texas, creating the East Texas State Normal College. In 1923, the legislature changed the names of normal schools to State Teachers Colleges, and East Texas State Normal College was re-named East Texas State Teachers College.

In 1957, the Fifty-fifth Legislature removed the word "Teachers" from the name, and on September 1, 1957, East Texas State Teachers College became East Texas State College. In 1965, the Fifty-ninth Legislature changed the name to East Texas State University.

At present, the total University consists of 1,883 acres, with the main campus occupying 153 acres. The total physical plant is valued at approximately $45,000,000.

The Sixty-second Texas Legislature approved the establishment of an upper-level state-supported institution in Texarkana, Texas, as an off-campus Center of East Texas State University. First classes will be offered in the Fall, 1972, with an anticipated enrollment of 300 students and a faculty of approximately 15.

Admission to East Texas State University is based upon stated academic requirements, regardless of race, creed, color, national origin, sex, or age. East Texas State University is an equal opportunity employer.

I. Organization and Administration

General Administration

BOARD OF REGENTS: East Texas State University is governed by the Board of Regents of East Texas University and is a member of the Federated Universities, which also includes North Texas State University and Texas Woman's University.

PRESIDENT: The President of East Texas State University is responsible to the Board of Regents for the organization and administration of the University.

VICE PRESIDENT FOR ADMINISTRATION: The Vice President for Administration is responsible for the administration of fiscal and business matters including physical plant, construction, and non-academic personnel.

VICE PRESIDENT FOR ACADEMIC AFFAIRS: The Vice President for Academic Affairs is the chief academic officer of the University.

VICE PRESIDENT FOR STUDENT AFFAIRS: The Vice President for Student Affairs is responsible for the administration and coordination of student services and activities.

DEAN OF THE GRADUATE SCHOOL: The Dean of the Graduate School is chairman and executive officer of the Graduate Council and has authority to act for the administration and the council within limits of University policy. He coordinates graduate programs and graduate instruction through the departments and colleges, and directs the preparation of the Graduate School Catalog.

DEAN OF THE COLLEGE OF EDUCATION: The Dean of the College of Education is responsible for the administration policy within the College of Education. He coordinates the academic programs of the various departments within the College of Education, and recommends to the Vice President for Academic Affairs and President, faculty appointments, budget, and establishment of new academic programs. He is chairman of the Council on Teacher Education, and interprets certification requirements of the Texas Education Agency.

DEAN OF THE COLLEGE OF ARTS AND SCIENCES: The Dean of Arts and Sciences is chief administrator of policy within the College of Arts and Sciences. He is the coordinator of academic programs within the college and recommends to the Vice President for Academic Affairs and President, the faculty, fiscal and curriculum matters of the college. He is the chairman of the Executive Council of Department Heads.

DEAN OF THE COLLEGE OF BUSINESS ADMINISTRATION: Policy within the College of Business Administration is administered by the Dean. He is responsible for designing and approving all programs and degree offerings within the College of Business Administration, and recommends to the Vice President for Academic Affairs and President, faculty appointments, fiscal and curriculum matters for that college. He is chairman of the Council of Department Heads.

DEAN, DIVISION OF ADMISSIONS AND RECORDS: All matters dealing with admissions, registration, records, and reports are administered by the Dean, Division of Admissions and Records, through the Vice President for Academic Affairs. Policies and procedures in these areas are established and implemented through this office. The division directs registration for residence instruction and keeps all academic records. The division also receives, evaluates, and records academic credits of transfer students and is responsible for scheduling of all classroom space.

Departmental Administration:

DEPARTMENT HEAD: In general, the colleges of the University are organized into departments for academic planning and supervision. Some responsibilities of the department head are: to make recommendations to the President on all departmental personnel appointments, changes in assignment and dismissals; to orient new staff members to their assignments; to supervise staff on course planning and instructional improvement; to provide counseling for students and student organizations; to keep a file of syllabi of courses in the department; to plan the departmental budget and supervise expenditures; to coordinate preparation of class schedules; and to promote harmonious interdepartmental relationships to insure coordination and efficiency of university operations.

University Councils

PRESIDENT'S ADVISORY COUNCIL: Advises with the President on matters of University affairs. Four faculty members appointed by the Vice President of Faculty Senate and four students appointed by President of United Students of ETSU.

VICE PRESIDENT'S COUNCIL: Meets weekly with the President on matters concerning institutional policy, admin-

istrative affairs, and long-range planning for the University. Vice President for Administration, Vice President for Academic Affairs, Vice President for Student Affairs.

ADMINISTRATIVE COUNCIL: The chief administrative officers of the University meet monthly with the President. Composed of Vice Presidents, Academic Deans and other administrative officers designated by the President.

ATHLETIC COUNCIL: Enforces the rules and regulations of the Lone Star Conference and the National Association of Intercollegiate Athletics. Has general responsibility for establishing policy concerning the University's athletic program. The Chairman of this committee is the University's faculty representative in the Lone Star Conference.

DEAN'S COUNCIL: Composed of Deans of the various colleges and divisions of the University, this group works with the Vice President for Academic Affairs on academic policy and other matters of business within their concern.

EXECUTIVE COUNCILS—COLLEGES OF EDUCATION, ARTS AND SCIENCES, AND BUSINESS ADMINISTRATION: Recommends academic policies governing the undergraduate programs, studies and recommends curriculum matters, and encourages high academic standards for all undergraduate work within their respective colleges. These councils will utilize faculty and students within their councils' standing and *ad hoc* committee structures. Department heads and others appointed by each Dean of each college will comprise the Executive Council of the College of Education, Arts and Sciences, and Business Administration. The Dean of each college serves as chairman of his college's Executive Council.

GRADUATE COUNCIL: The purpose of the Graduate Council shall be to recommend policy related to all graduate programs. It shall act in concert with other Federation Members to achieve its objectives. The Graduate Council shall be composed of the following: Three elected members from each of the three colleges — Education, Arts and Sciences, Business Administration; One faculty member from each college appointed by the Graduate Dean in consultation with the Dean of the respective college; Three additional elected members apportioned among the college proportional to the total graduate faculty; Two graduate students shall be members; The Graduate Dean shall also be a member and shall serve as Chairman of the Graduate Council.

COUNCIL ON TEACHER EDUCATION: Recommends policies pertaining to the College of Education, approves candidates for certificates, approves teacher education programs, and interprets policy as it applies in specific cases.

University Committees

ACADEMIC STUDENT APPEAL: Affords students an opportunity to appeal matters associated with forms of scholastic probation when the student believes that extenuating circumstances are involved.

ADMISSIONS: Maintains a continuing study of admissions policies of the University. Submits reports concerning the experience and effectiveness of these standards and policies. Makes recommendations regarding new policies and serves as an appeals committee for those instances not covered by existing policies.

ADMISSION TO AND RETENTION IN TEACHER EDUCATION: Supervises the screening process in the teacher education program and is directly responsible to the Council on Teacher Education for this duty. Holds regular meetings in which student applications for admission to the program are reviewed, and sits to consider retaining a student in the program after his admissions. Has available the resources of the Teacher Education Records section of the Student Affairs Office.

COMMENCEMENT: Makes arrangements to conduct all commencement exercises, and studies and recommends policies governing commencement exercises.

COMPUTER: Develops policies for the Computer Center and acts as an Advisory Committee to the Director of the Computer Center.

CONTINUING EDUCATION: Helps in developing proposals and plans for a program in Continuing Education by assisting the Director in the development of these proposals and procedures.

COURTESY: Collects courtesy fund from members of faculty and staff and supervises expenditures of the fund for appropriate occasions on behalf of the University.

ADVISORY COMMITTEE FOR THE DIVISION OF STUDENT AFFAIRS: Advises the Vice President of Student Affairs on all matters pertaining to student life to include such areas as housing, food, health services, activities, etc.

DISCIPLINE: Serves as the chief appellate body of the institution to whom students may appeal decisions rendered by student judicial agencies; and hears cases of original jurisdiction when such student cases are referred to it by either the Dean of Student Activities or the Academic Deans.

DISTINGUISHED ALUMNUS AWARD: Has the responsibility for administering the policy statement for the Citation of Distinguished Alumnus.

HONORARY DEGREE: The Honorary Degree Committee shall make recommendations to the President, who submits those recommendations to the faculty for voting, and then shall submit final nominees elected by the faculty to the Board of Regents for approval.

FORUM ARTS: Has general responsibility for planning and conducting Forum Arts Program.

GENERAL STUDIES: Has the continuing responsibility to review, to evaluate, and to make recommendations regarding the University general studies requirements.

INSURANCE: Conducts continuing study of group insurance needs and recommends revisions and/or new group insurance programs.

LIBRARY: Makes recommendations in matters of policy concerning the use and development of the Library, recommends distribution of library funds to the academic department.

MEMORIAL STUDENT CENTER BOARD OF DIRECTORS: Has responsibility for being the policy-making board for planning and operation of the Student Center.

RESEARCH: Has responsibility to allocate funds for the Faculty Research Program, and continuing responsibility of evaluating the research being conducted under this program.

STUDENT FINANCIAL AID: Formulates and recommends policy and program concerning financial aids for students. Has the final authority within existing policy to approve or disapprove any student loan.

STUDENT HONORS: Administers University Honors program, determines what organizations shall be recognized as honor societies, works with appropriate organization in planning and conducting Honors Day.

STUDENT USE OF ENGLISH: Schedules and administers the English Usage Test, and establishes policies regarding eligibility and the rating of papers. Additional faculty members will be appointed to help administer the test.

TRAFFIC: Has the responsibility of studying the traffic and parking problems and of recommending immediate, intermediate and long-range plans which will lead to an orderly solution to problems and to the proper development of campus space and traffic facilities in the future.

FACULTY-STAFF TRAFFIC APPEAL BOARD: Hears faculty and staff on traffic violations.

ACADEMIC FACILITY SAFETY COMMITTEE: Establishes safety standards in academic facilities; inspects academic facilities and makes recommendations for appropriate corrective actions.

Graduate Faculty

Qualifications for Memberships

1. GRADUATE FACULTY—FULL MEMBER/VISITING FULL MEMBER*
   - A. Educational background. The faculty member shall possess the highest earned terminal degree in his field of specialization. However, an individual who does not possess the highest earned terminal degree in his field, but does have its clear equivalent—outstanding recognition for contributions in his field, and is recommended by the graduate faculty of his department—may be considered for membership.
   - B. Experience. Full membership to the graduate faculty shall be preceded by at least three years of full-time teaching, during which he has taught some courses for which graduate credit has been allowed, after receiving the highest earned terminal degree or its clear equivalent.
   - C. Academic rank. Full membership to the graduate faculty shall require that the appointee have academic rank of associate professor or above.
2. GRADUATE FACULTY—ASSOCIATE MEMBER/VISITING ASSOCIATE MEMBER*
   - A. Educational background. Personnel of this faculty shall satisfy the same educational requirements as those listed above for the graduate faculty member.
   - B. Experience. Associate membership to the graduate faculty shall be preceded by at least one year of full-time teaching, during which he has taught some courses for which graduate credit has been allowed, after receiving the highest earned terminal degree, or its equivalent.
   - C. Academic rank. Associate membership to the graduate faculty shall require that the appointee have academic rank of assistant professor or above.
3. GRADUATE FACULTY — ADJUNCT MEMBER/VISITING ADJUNCT MEMBER*
   - A. Educational background. Personnel of this faculty shall satisfy the same educational requirements as those listed above for the graduate faculty member.
   - B. Experience. Adjunct membership to the graduate faculty does not require experience as a full-time teacher after receiving the highest earned terminal degree, or its clear equivalent.
4. OTHER QUALIFICATIONS
   - A. Appointment to graduate faculty as full member, associate member, and adjunct member must be approved by the Graduate Council upon recommendation by the department head.
   - B. The initial appointment to the graduate faculty of the University shall be that of adjunct member or associate member.
5. EX-OFFICIO MEMBERS

   Ex-Officio members of the graduate faculty include the following: The President of the University; Vice President for Academic Affairs; Dean of the Graduate School; Dean of the College of Arts and Sciences; Dean of the College of Education; Dean of the College of Business Administration; Director of the Library; Director of Educational Research, and the Dean of Admissions and Records.
6. PROCEDURE FOR UNIVERSITY FACULTY NOT MEETING CRITERIA FOR MEMBERSHIP ON GRADUATE FACULTY TO TEACH COURSES FOR WHICH GRADUATE CREDIT MAY BE EARNED

   Personnel of this faculty consists of individuals who, though not meeting all criteria for faculties listed above, have been approved year to year by the Graduate Council to teach a specific course, or to direct a specific project. After the first approval, the year to year approval by the Graduate Council will not apply to the areas of Fine Arts.

*The qualifications for visiting graduate faculty members are the same as regular members. These appointments are generally ad-interim and are open to visiting and part-time personnel.

II Policies and Procedures

A. EMPLOYMENT

Policy Statement:

It is the policy of East Texas State University to recruit, hire and promote for all University academic and non-academic staff without regard to race, creed, color, national origin, sex or age; except where sex or age is a bona fide occupational qualification.

Employment and promotional decisions will be based solely upon the individual's qualifications as related to the requirements of the position for which he or she is being considered.

In addition, all other personnel actions such as compensation, benefits, transfers, layoffs, training, education, tuition assistance, social and recreational programs will be administered without regard to race, creed, color, national origin, sex or age; except where sex or age is a bona fide occupational qualification.

New Employees:

Each new employee, before assuming the duties for which he has been employed, is required to execute an income-tax witholding exemption certificate, information required by Old Age Survivors Insurance, and information required for the Teacher Retirement System or an Optional Retirement Plan. Blanks for these purposes will be obtained from the Fiscal Department. No salary may be legally released by the Fiscal Department until these requirements have been met.

Employment Policy:*

Rules and regulations of the Board of Regents state that: "No individual may be employed by any institution under the jurisdiction of the Board who is related within the first degree of consanguinity to a faculty member or administrator of such institution."

A University policy provides that spouces may not be employed in any capacity in the same department within the institution.
(Spring 1969)

*The Faculty Senate presently is studying changes in employment policy regarding consanguinity and affinity.

Outside Employment:

Outside employment is authorized but should be approved in advance by the President. Such outside employment should not be questionable as it relates to moral terpitude and legality, and should not interfere with the proper performance of the regular work of the employee. This employment should not bring the employee into conflict with the interests of the University and/or State of Texas and should avoid competition with private enterprises.

Retirement of Administrative Personnel:

It is the policy of East Texas State University that all administrative heads, department heads, and heads of all other operational divisions of the University relinquish their administrative positions and responsibilities at the end of the fiscal year in which they become 65 years of age. Persons so affected will continue their association with ETSU, at no reduction in salary, and will be assigned appropriate instructional or other operational duties until they reach the mandatory retirement age of 70.

The purpose of this policy is to free senior faculty and staff members from the pressures, demands, and routines of administration in order that they may devote full time to teaching, research, and publications. It is believed that the University, the individual, nad higher education in general will benefit from this application of the skills, understandings, and insights of our senior professors and staff members. The relinquishing of administrative responsibilities for preferred assignments and other appropriate responsibilities at the age of 65 is regarded as enhancing the status of the individual by providing the opportunity for creativity and productivity during senior professional years.
(Fall 1967)

Personnel Files:

Credentials for all faculty members are filed in the office of the Vice President for Academic Affairs. Each faculty member is responsible for furnishing to this office a transcript of all college work completed and information called for on personnel forms.

Vacation and Leaves:

EMPLOYEE VACATION AND LEAVES. Annual employees of the State shall, without deduction in salary, be entitled to a vacation equivalent to not more than one normal working day for each month of service, not to exceed a total vacation of two normal work weeks in any one fiscal year. No employee shall be allowed any paid vacation entitlement until he has had continuous employment with the State for six months.

Annual employees with fifteen or more years of employment with the State shall be entitled to two nor-

mal work weeks plus three additional normal working days of vacation in any one fiscal year.

SICK LEAVE. Sick leave with full pay for regular employees of the State may be allowed at the rate of one normal working day for each month of continuous employment. Accrued amounts of sick leave may be carried forward for a maximum period of three years of continuous employment.

An employee who must be absent from duty because of illness shall notify his supervisor at the earliest practicable time. Upon returning to duty after sick leave, an employee shall immediately complete sick leave application forms. Approved application for sick leave shall be filed with the employing agency's personnel files.

EMERGENCY LEAVE. The administrative head of an agency shall grant an emergency leave to an employee because of a death in the employee's family. The death of the employee's spouse, parents, grandparents, and children shall constitute adequate need for emergency leave. The administrative head of the agency may make a determination of other reasons for emergency leave, when in his determination, the employee shows good cause for such leave.

ADDITIONAL INFORMATION. For additional information on vacations, sick leave or emergency leave, consult Section 34, *Fiscal Regulations*.

Promotional Policies

1. The faculty of the University should be ranked into four divisions and distributed approximately as follows:

	AVERAGE
Instructors & Asst. Instructors	25%
Assistant Professors	30%
Associate Professors	25%
Professors	20%

Imbalance should not be permitted beyond a maximum of 40 per cent in any one rank, and not more than 50 per cent in the combined ranks of associate professor and professor.

2. Minimum academic training and experience requirements should be as follows for each rank:

INSTRUCTOR — Master's degree, or equivalent,[1] in the field in which he is teaching.

([1]THE TERM "EQUIVALENT" IN THE ITEMS ABOVE SHOULD BE CONSTRUED AS FOLLOWS: IN FIELDS SUCH AS JOURNALISM, ART, AND MUSIC, WHERE ACADEMIC DEGREES ARE NOT GENERALLY ACCEPTED AS THE SOUNDEST MEASURE OF COMPETENCE, SPECIAL TRAINING IN RECOGNIZED INSTITUTIONS, SUCH AS CONSERVATORIES, OR STUDIOS MAY BE RECOGNIZED AS EQUIVALENT TO THE MASTER'S OR DOCTOR'S DEGREE. IN ALL FIELDS, PRACTICAL EXPERIENCE, ACCOMPANIED BY RECOGNITION AS AN AUTHORITY, MAY BE EVALUATED AS MEETING DEGREE AND/OR TEACHING REQUIREMENTS.)

ASSISTANT PROFESSOR — Earned doctor's degree, or equivalent, in the field in which teaching, or a master's degree, or equivalent, plus minimum of 30 semester hours, or equivalent, in the field in which teaching, and a minimum of three years of teaching experience. The 30 semester hours must be in an approved doctoral program, or in a program recommended by the chairman of the department after consultation with the appropriate dean.

ASSOCIATE PROFESSOR — Earned doctor's degree or equivalent, in the field in which teaching, and a minimum of five years' teaching experience.

PROFESSOR — Earned doctor's degree, or equivalent, in the field in which teaching. In addition, to be considered for a promotion to full professor, a member of the faculty should have at least ten years of successful teaching experience.

3. Promotion from one academic rank to another does not follow automatically when a faculty member has raised his educational and experience level to that of the next academic rank, although no faculty member should be promoted until the specific requirements have been met.
Additional criteria which should be considered in making recommendations for promotion in rank are as follows:
   a. Effective teaching
   b. Developing scholarship
   c. Research activity and scholarly publications and/or distinction in creative fields
   d. Student advising and/or counseling
   e. Committee work
   f. Public service
   g. General educational worth to the institution
   h. Professional standing and leadership
   i. Three years in previous rank for promotion to associate professor or full professor
4. A faculty member to be advanced in rank or salary must have the recommendation of the head of the department and approval of the appropriate dean. These recommendations make the raise in rank or salary permissive with the administration, but does not make it mandatory.*

(Fall 1968)

*Criteria and procedures for advancement in rank and salary are presently under study by the Faculty Senate.

Office Hours:

University administrative and departmental office hours are from 8:00 a.m. to noon, and 1:00 p.m. to 5:00 p.m., Monday through Friday, and from 8:00 a.m. to noon on Saturday, except on official holidays. Where possible, office hours should be arranged for faculty members so that someone will be in the departmental offices during all normal business hours.

Posting Office Hours:

To insure that a student may know when he can seek help from his instructor, and to allow the faculty

member time in his office to work without being interrupted, office hours should be posted by teaching faculty.

Fiscal Regulations:

Certain policies and regulations governing state institutions are regulated by law. These regulations include use of state-owned vehicles, budgets, cash sales, use of University property, gifts and loans, social security, and numerous other matters. These regulations are published in *Fiscal Regulations of East Texas State University* and copies are distributed to the faculty and staff. Personnel should familiarize themselves with these regulations to insure that state and University policies and regulations are followed.

B. GENERAL

Faculty Teaching Load:*

Teaching loads for all teaching ranks in most instances, shall be four courses. Teaching loads for department heads shall be a maximum of three courses per semester.

Graduate and/or honors faculty members will be given credit on their teaching loads at the rate of six finished master's and/or honors theses and three finished doctoral dissertations as equivalent of teaching one course. Supervision of theses will be cumulative, and the teaching load reduction will normally be effective during the semester in which the required accumulated number is reached. Faculty members will be credited with theses and dissertations after they are completed, or during the semester of expected completion.

Extension instruction and its equivalence in correspondence instruction shall normally be limited to one course each semester per faculty member. Faculty members teaching extension and correspondence courses will be paid in accordance with University policies in addition to their regular salaries.

Regular summer teaching loads for department heads will be two courses for one summer term (six weeks); or three courses for two summer terms (twelve weeks); for all other teaching ranks, the load will be two courses for each summer term.

Since the appropriation of state funds is based on the teacher-student ratio, a ratio will be assigned to each college by the President, and it shall be the responsibility of the respective Deans to maintain this assigned ratio. It is assumed that the policy recommended above can be carried out within the requirements of the assigned teacher-student ratios.
(Fall 1968)

*An extensive study is under way for the possible adoption of a revised faculty workload policy for the Fall of 1972.

Travel by Faculty and Staff:

General

Faculty members are encouraged to participate in professional meetings. When they take a significant part in such meetings, the University makes every effort to defray traveling expenses. Requests for travel should be made through department heads to appropriate deans or, where possible, should be obtained through grants and contracts. All travel outside the state of Texas must be approved in advance by the Board of Regents.

Regulations

No traveling expenses shall be incurred except for official business approved in advance by the President on forms provided by the fiscal office. The rate of reimbursement for the employee's personally owned automobile shall be ten (10) cents per mile. In accordance with state law, the distance shall be computed by the latest official state highway map by the comptroller and must be the shortest distance between the two points.

Each employee traveling on state business inside the state of Texas shall be allowed, in lieu of actual expenses for meals and lodging, a per diem rate of sixteen dollars ($16). For official travel outside the state the per diem rate shall be thirty-five ($35). When two or more employees travel in a single private conveyance, only one may receive a transportation allowance, although each traveler may receive a per diem allowance.

For additional information and definitions of terms used, employees should refer to the section on travel expenses, *Fiscal Regulations.*

Operating Policy

Travel will be authorized by the department head and appropriate deans and forwarded through channels to the President. Consideration must be given to the resources of the University and to the proper conduct of classes and other basic responsibilities. Acceptable practice would indicate that only a limited number of faculty members from a department could expect to attend a given professional meeting. Some reporting and sharing of materials with those faculty members who did not attend is, therefore appropriate.

Reimbursement of registration fees, dues or other similar expenditures is not allowed without prior written approval of the Governor. Similar prior approval is necessary for travel out of the United States.

Reimbursement—Out-of-State:

Only full-time teaching faculty, instructor through professor, shall receive reimbursement for travel and/or per diem. Ordinarily, approval would be extended to not more than one professional meeting per year. Should University resources be limited in any given year, priority will begin with senior members of the faculty.

Official participation shall mean:

A. Delivering papers or participating on panel discussions.

B. Serving as an officer.

C. Other participation at the approval of the department head and dean.

Reimbursement—In-State:

Only full-time teaching faculty, instructor through professor, shall receive reimbursement. In the event several persons are approved for travel to the same meeting or place, every effort must be made for group travel arrangements. Reimbursement will be based on the same criteria for out-of-state travel.

Partial Reimbursement:

When faculty members do not qualify for reimbursement, and wish to attend meetings for professional development, reimbursement will be recommended by the department head and the appropriate dean, but may not exceed one-half of the total of travel and/or per diem.

Administrative Travel:

Administrative travel which is defined as essential to the operation and administration of the University, will be recommended for reimbursement by the appropriate Dean or Vice President.
(Spring 1969)

University Property:

University property shall be used only for official University business. No employee of the University may use for his personal benefit or pleasure any property of the University, except books from the library and other items of established professional use.

All property is inventoried and charged to the departments or offices. Property should never be moved from one office, or room to another without proper authority.

All University personnel should assume responsibility for protecting University property from mutilation and abuse. Teachers should be alert to abuses of desks, tables and other classroom items and solicit student support in maintaining attractive classrooms. No-smokings signs where posted must be observed.

Faculty Meetings:

Faculty meetings are devoted to communications between administration and faculty, matters of professional interest or to other subjects as planned by a representative committee. There are two scheduled faculty meetings: one at the beginning of the Fall semester and one at the beginning of the Summer session. College faculty meetings are held once each semester.

Faculty Research:

The University has consistently affirmed its commitment to faculty research and its belief in the inseparability of teaching and research. Particular emphasis is given to the funding of scholarly studies, which, because of their nature, and/or extremely limited outside funding sources, find difficulty in obtaining support.

Financial support for faculty research grants at East Texas State University is provided through the University's operating budget. Since all financing for this local program is from state monies, all research grants are subject to the normal regulations of state funds and are set forth in *Fiscal Regulations of East Texas State University.*

Faculty research grants are administered through the Director of Organized Research, who is chairman of the Research Committee. Application for a research grant may be submitted by any full-time faculty member. It is assumed that the recipient of a grant will remain in the employment of East Texas State University for the academic year following the award.

Each spring, notice is sent to all faculty members calling for applications for research grants for the coming year and giving the deadline for submitting applications. Faculty members who wish to submit proposals may obtain an application form from the research office. The proposal must have the department head's signature before being submitted to the research office.

More detailed information may be found in the pamphlet *Faculty Research Grants, Policies and Procedures,* which is available in the research office.

Faculty Absences:

Absence from duty will be authorized by the department head an dappropriate Dean and forwarded through channels to the President for approval. All absences from duty not approved in this manner will be considered unauthorized. When emergencies arise, the immediate supervisor of the person may grant approval along the following guidelines:

Authorized Absences include:

1. Attendance at professional meetings
2. Field trips for University sponsored functions
3. Administrative travel
4. Illness of employee or his immediate family
5. Death within employee's immediate family
6. Approved University or personal business

The "Travel Application" form is used for all requests concerning absence from duty. (Board of Regents, 1971)

Full-Time Faculty Entering ETSU Doctoral Program:

Faculty members are subject to the same requirements as all other candidates for the doctoral degree.

In addition, full-time faculty members, upon admission to candidacy for the doctoral degree, must resign teaching duties and relinquish rank and tenure. After admission, they may become eligible for appointment as Assistant Instructor (Post Masters), but may not be employed on an ad interim basis either full or half-time while working toward a doctoral degree. (August 1969)

Copyrights and Patents:

If a project funded solely through a faculty research grant receives a copyright or patent, the copyright or patent normally is assigned to the University. Any profit from the sale or exploitation of such a patent or copyright which exceeds the total cost of the grant is shared by the inventor and the University. Each case is to be considered individually and an agreement reached subject to the approval of the Vice President for Academic Affairs and the Vice President for Administration. If

necessary, a committee may be appointed to make recommendation as to the terms of the agreement.

No patent management agency is employed by the University at this time. This responsibility presently rests with the Board of Regents of the University.

Faculty Publications:

The authorship of books, outlines, manuals and similar materials by members of the faculty should be encouraged. However, the use of these for students is a responsibility that goes beyond the individual author.

Textbooks, notebooks, manuals, or other materials for the use of students of this institution, written or prepared by a member or members of this faculty, shall not be prescribed for the use of students or sold to such students until such books, notes, manuals or materials have been approved with reasons stated by the department head and the Dean of the college. All requests for approval shall indicate the proposed prices. Where practicable and equitable, the charge for outlines, syllabi, and similar materials prescribed for student use should be borne by the instructional department concerned.

Arrangements for the sale of such materials should be made through the University Book Store. Any off-campus private bookstore desiring to sell these materials shall have the same privileges and opportunities as the University Book Store. Such materials may not be sold directly by departments except on the basis of special justification and advanced approval of the department head and Dean. If a department can purchase special materials at a reduced rate it should be encouraged to do so if these savings can be passed on to students.

Although the instructor or the department should have wide discretion in the choice of materials to be used in the courses offered by the department, frequent changes in the textbooks should be discouraged and should be made only for valid reasons.

A. TEXTBOOKS, NOTEBOOKS, MANUALS OR OTHER MATERIALS WRITTEN OR PREPARED BY A FACULTY MEMBER BUT PUBLISHED BY AN EXTERNAL AGENCY AND DISTRIBUTED BY THE PUBLISHER

Textbooks, manuals or other materials for the use of students of this institution, written or prepared by a member or members of this faculty but published and distributed by an agency external to the University would have their cost regulated by the publishing organization and the bookstore through which the material is sold.

Textbooks, manuals, notebooks or other materials produced on the above basis for the use of students shall not be sold to students until approval of the department head and the Dean of the college have been given.

B. TEXTBOOKS, NOTEBOOKS, MANUALS OR OTHER MATERIALS WRITTEN OR PREPARED BY A FACULTY MEMBER AND PREPARED ON EAST TEXAS STATE UNIVERSITY CAMPUS

OR

TEXTBOOKS, NOTEBOOKS, MANUALS OR OTHER MATERIALS WRITTEN OR PREPARED BY A FACULTY MEMBER AND PUBLISHED BY AN EXTERNAL AGENCY BUT CONTRACTED FOR SALE BY THE AUTHOR

Whenever a charge is authorized for the sale to students of textbooks, notebooks, manuals or other materials written or prepared by a faculty member, the prices should be as low as possible, consistent with the payment of a fair and reasonable royalty to the author or authors. A reasonable return to the author or authors would be a royalty approximately fifteen per cent of the selling price.

The use of departmental equipment and facilities by a faculty member during the preparation of materials should be discussed with the department head before such use.

Textbooks, notebooks, manuals or other materials for the use of students shall not be sold to students until approved by the department head.

Recourse by the author concerning decisions by the department head or Dean of the college shall be through a hearing before a committee of the Academic Council.

Royalties from materials authored as in A or B will revert to the author(s).
(Summer 1968)

Registration:

Faculty members should assist with the registration of students, either as departmental assistants or in some special function necessary for the success of registration. New faculty members should consult their department heads for assignments during registration.

Registration is under the direction of the Dean of Admissions and Records who, with consultation of the Vice President for Academic Affairs, may assign special duties to faculty members.

Policy on Gifts:

Gifts, grants, fellowships, and scholarships are gratefully and appreciatively accepted. There may be some instances, however, when acceptance of such gifts would not be appropriate for the University. It shall then be the responsibility of the President, or a member of his staff directly reporting to him, to evaluate promptly any gift, grant, fellowship, or scholarship tendered.

Traffic and Parking Regulations:

Traffic and parking regulations for faculty and staff are detailed in a special booklet available at the security office. The purpose of these regulations is to facilitate the conduct of University business and to provide parking facilities within the limits of available space. The critical shortage of parking space and the congested streets within the campus require the full cooperation of all drivers in observing these regulations. These regulations apply to all faculty and staff on all property in Commerce, Texas, under the jurisdiction of East Texas State University and the Board of Regents, and are in effect at all times.

All motor vehicles, including motor bikes and motor scooters, operated within the premises of ETSU by faculty and staff must be registered with the ETSU Traffic Safety and Security Division, at no charge, during the

regular fall registration period for the year September 1 through August 31. Motor vehicles brought to the campus after the registration period should be registered immediately upon arrival on the campus.

Faculty and staff will be issued a parking permit. This permit will restrict parking on the campus to special zones reserved for faculty.

Maintenance of Classrooms:

Faculty members should report any and all maintenance problems to their department head.

Commencement Exercises:

Faculty members participate in formal commencement exercises and are asked to furnish their own academic regalia. The dates of these events are found in the University calendar.

Requests, under special circumstances, to be excused from these formal exercises should be addressed to the Vice President for Academic Affairs.

News Releases:

It is in the best interests of the University that news releases which affect the welfare or reputation of the University be released only through the Office of Information. This policy is not intended to restrict or censor any release of information but is intended to insure that news release be issued from an informed source which is in continuous contact with the news media.

The Office of Information is responsible to the President for all Univresity news releases which interpret policies of the University. News releases concerning University programs, activities, and personnel should be issued through the Office of Information to insure that they are consistent with University policy and to insure proper dissemination.

Faculty Development Leave Program:

The Faculty Development Leave Program at East Texas State University was established by the Legislature to improve further the higher education available to the youth at the state-supported colleges and universities and to establish this program of faculty development leaves as part of the plan of compensation for the faculty of these colleges and universities. Payment of salary to the faculty member on Faculty Development Leave may be made only from funds appropriated by the Legislature specifically for that purpose.

Information regarding length of leaves, eligibility, compensation, etc. may be obtained from the chairman of the Faculty Development Leave Committee.

Academic Freedom, Tenure And Responsibility

I

ACADEMIC FREEDOM

Institutions of higher education are conducted for the common good. The common good depends upon a free search for truth and its free expression. Hence, it is essential that the faculty member be free to pursue scholarly inquiry without undue restriction, and to voice and publish his conclusions concerning the significance of evidence that he considers relevant. He must be free from the corrosive fear that others, inside or outside the University community, because their vision may differ from his own, may threaten his professional career or the material benefits accruing from it.

Each faculty member is entitled to full freedom in the classroom in discussing the subject which he teaches. Each faculty member is also a citizen of his nation, state and community; and when he speaks, writes or acts as such, must be free from institutional censorship or discipline, but shall not be relieved of his academic responsibility.

II

ACADEMIC RESPONSIBILITY

The concept of academic freedom must be accompanied by an equally demanding concept of responsibility, shared by governing boards, administrators, and faculty members.

The essential responsibilities of governing boards and administrators are set forth in the Standards for Colleges, adopted by the Southern Association of Colleges and Schools, as updated and revised.

The fundamental responsibilities of a faculty member as a teacher and scholar include a maintenance of competence in his field of specialization and the exhibition of such competence in lectures, discussions or publications.

Exercise of professional integrity by a faculty member includes recognition that the public judge his profession and his institution by his statements. Therefore, he should strive to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to avoid creating the impression that he speaks or acts for his college or university when he speaks or acts as a private person.

A faculty member should be judicious in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to his subject field.

A faculty member has the responsibility to provide due notice of his intention to interrupt or terminate institutional services.

III

TENURE POLICY

A. TENURE

Tenure means assurance to an experienced faculty member that he may expect to continue in his academic position unless adequate cause for dismissal is demonstrated in a fair hearing, following established procedures of due process.

A specific system of faculty tenure undergirds the integrity of each academic institution. This tenure system should have these components:

1. Beginning with the appointment to the rank of full-time instructor or a higher rank, the probationary period for a faculty member shall not exceed seven years, including within this period appropriate full-time service in all institutions of higher education. This is subject to the provision that when, after a term of probationary service of more than three years in one or more institutions, a faculty member is employed by another institution, it may be agreed in writing that his new appointment is for a probationary period of not more than four years (even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years).

2. Notice of nonreappointment, or of intention not to reappoint a faculty member, should be given in writing in accord with the following standards:

a. Not later than March 1 of the first academic year of probationary service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination;

b. Not later than December 15 of the second year of probationary service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;

c. At least twelve months before the expiration of a probationary appointment after two or more years in the institution.

3. Adequate cause for dismissal for a faculty member with tenure may be established by demonstrating professional incompetence, moral turpitude, or gross neglect of professional responsibilities.

Cases of bona fide financial emergency, or the phasing out of institutional programs requiring reduction of faculty, may permit exceptions of tenure regulations in unusual circumstances.

B. Faculty Dismissals

Proper dismissal procedures, established in anticipation of their being needed, are essential in an effective tenure system. These procedures should have the following components:

1. These dismissal procedures apply to a faculty member who has tenure, or whose term appointment has not expired, or who alleges a prima facie case of a violation of academic freedom in the non-renewal of his contract. If he has tenure or an unexpired appointment extending beyond the period of the proposed dismissal, the burden of proof is upon the administration to show adequate cause why he should be dismissed. If he does not have tenure, but contends that the non-renewal of his contract constitutes a violation of his academic freedom, the burden of proof is upon the faculty member. If a faculty member on probationary appointment alleges that the non-renewal of his contract constitutes a violation of academic freedom, he may request that his allegations be given preliminary consideration by a faculty committee. The committee shall then recommend whether a hearing is warranted.

2. The institution's procedure in dismissal cases described in sub-section 1 above should include, first, a bona fide effort to achieve a satisfactory resolution of difficulties through preliminary inquiry, discussion, or confidential mediation.

Should these efforts fail, presentation of reasonably detailed and formally written charges should be made to the concerned faculty member. Presentation of such charges shall provide for:

a. a written response to the charges by the faculty member, if he wishes a hearing;

b. opportunity by the faculty member to exercise his right to be represented by counsel of his choosing, to have a hearing before a regular elected faculty committee, to confront and cross-examine witnesses, to know the name and statement of a witness who for extraordinary reason does not appear at the hearing, to respond orally to charges made against him, to have findings and recommendations made on each of the charges, and to be given a complete transcript of the hearing, including the findings of the faculty committee;

c. a review of the case, if essential by an appropriate reviewing body—the review to include the findings and recommendations of the hearing committee, the opportunity of the faculty member and university representative for oral argument, the return of the proceeding to the hearing committee if the original recommendations are not sustained, the study of the hearing committee's reconsidered findings and recommendations, and rendering of a final decision (which should be written in the rare case in which the hearing committee is overruled.)

3. If the faculty appointment is to be terminated, the faculty member, except in cases of moral turpitude, will receive his salary at least one year or for the period of notice to which he is entitled under these regulations. He will be continued in his duties for that period unless at the discretion of the institution he be granted a leave of absence with pay.

C. Reduction in Academic Rank

Reduction in academic rank (but not removal from positions of leadership, responsibility, or administration, which shall be considered to be an administrative prerogative) shall be handled in the same way as faculty dismissal.

APPENDIX I

Written Terms of Employment

The institution shall provide each faculty member with a statement in writing of the terms of his employment, including special conditions, responsibilities and any special prerequisites. The document should cover such items as rank, salary, tenure provisions, whether the position is full-time or part-time, and the inclusive dates of the term of service.

APPENDIX II

Tenure, Financing Exigency, and Phasing Out of Programs

Cases of bona fide financial exigency, or the phasing out of institutional programs requiring reduction of faculty, may permit exceptions to tenure regulations in unusual circumstances.

1. Faculty members involved in such adjustments in emergency situations should be given opportunities for appointment in related areas provided:
   a. they are qualified professionally to teach in such areas, and
   b. such positions are available.
2. Faculty members who can present prima facie evidence of discriminatory treatment or infringement of academic freedom in such emergencies have the right to a fair hearing before an elected faculty committee.
3. Any faculty member involved in such a readjustment process has the right to reappointment to his previous position if it is re-established within two calendar years.

APPENDIX III

Due Process Proceedings in Dismissal Cases and Cases Where Academic Freedom Infringement is Alleged

Due process as set forth in this statement embodies a course of professional proceedings in line with stated rules and principles generally recognized in the academic community. Due process carries with it the right of a tenured faculty member or teacher with an unexpired term contract to a fair hearing before an elected committee of his peers.

A. *Personal Conference.* When reason arises to question the fitness of a faculty member, the appropriate administrative officers should discuss the matter with him in personal conference. The matter may be terminated by mutual consent at this point; but if an adjustment does not result, the matter should be taken up by an advisory committee.

B. *Advisory Committee.* The Advisory Committee shall be a standing committee of the faculty composed of seven members. The chairman shall be the immediate past president of the East Texas State University chapter of Texas Association of College Teachers or the most immediate past president still serving as a full-time member of the instructional faculty. He shall be a full member with rights of discussion and voting in all cases. Six members shall be elected from among East Texas State University faculty members without regard to college or rank who are considered to be full-time faculty members, i.e., those who devote one-half or more of their time to teaching and/or research. No later than October 31, 1968, the initial members shall be elected according to the following procedure:

1. The Academic Vice President shall call for nominations by any individual faculty member for the Advisory Committe and shall allow at least one week for such nominations.
2. These nominations shall be tabulated in the office of the Academic Vice President, and the top twelve names, plus ties, of those who meet the qualifications stated above shall be placed on a ballot and submitted to all full-time faculty members for vote, allowing at least one week for such ballot return.
3. The six who receive the greatest number of votes shall be declared elected. (In the event of a tie or ties, lot shall determine the winner.)

These duly-elected advisory committee members shall meet to draw for terms of one, two, or three years. Thereafter, two members shall be elected each year for three-year terms. In succeeding years the procedure of election shall be the same except that the top five names shall be submitted for vote, with the two who receive the greatest number of votes being elected. (In the event of a tie, lot shall determine the winner.)

Vacancies for any reason shall be filled by the remaining committee members for service until the next regular election, at which time an election from among the top three nominees shall be held to fill the remainder of the term.

Any member of the Advisory Committee shall be eligible to serve a maximum of two consecutive terms but may be re-elected to a new term after a minimum of one year away from the committee.

The committee's proceedings may be informal and flexible, but the committee shall determine its own organization other than membership and chairmanship and its own rules of procedure. It should make such inquiry as it deems necessary, offer confidential advice to the faculty member and the administration, and attempt to effect an adjustment. If none is effected, the Advisory Committee or the chief executive officer should formulate a statement of the grounds for dismissal, giving due regard to the Advisory Committee's report. These grounds should be reasonably detailed.

C. *Hearing Committee.* The Hearing Committee shall be a standing committee of the faculty composed of fifteen members, all of whom currently hold tenure status at East Texas State University and devote one-half or more of their time to teaching and/or research.

For a particular hearing each member shall be subject to challenge for cause, the remaining members to pass on the challenge; and any member may disqualify himself before the hearing begins. No later than October 31, 1968, the initial members shall be elected according to the following procedure:

1. The Academic Vice President shall call for for nominations from any individual faculty member for the Hearing Committee and shall allow at least one week for such nominations.
2. These nominations shall be tabulated in the office of the Academic Vice President; and the top twenty-five names, plus ties, of those who meet the qualifications stated above and who additionally, are not members or nominees for the Advisory Committee shall be placed on a ballot and submitted to all full-time faculty members for vote, allowing at least one week for such ballot return.
3. The fifteen who receive the greatest number of votes shall be declared elected. (In the event of a tie or ties, lot shall determine the winner.)

These duly-elected hearing committee members under the temporary chairmanship of the one who received the greatest number of votes shall meet to draw for terms of one, two, or three years, five to be in each category. Thereafter, five members shall be elected each year for three-year terms. In succeeding years the procedure of elections shall be the same except that the top ten names shall be submitted for vote, with the five who receive the greatest number of votes being elected. (In the event of a tie, lot shall determine the winner.)

Vacancies for any reason shall be filled by the remaining committee members for service until the next regular election, at which time an election from among the top three nominees shall be held to fill the remainder of the term.

Any member of the Hearing Committee shall be eligible to serve a maximum of two consecutive terms, but may be re-elected to a new term after a minimum of one year away from the committee.

The Hearing Committee shall elect its own chairman and such other officers as it deems necessary from among its membership, and the chairman shall retain his right of discussion and vote at all times. A tie vote shall be considered a vote to retain.

If a hearing is recommended, the chief executive officer should send a letter to the faculty member informing him of the grounds for dismissal proceedings, and informing him that, should he so request, a hearing to determine whether he should be removed from his faculty position will be conducted by the Hearing Committee at a specified time and place. The chief executive officer's letter should inform the faculty member of the procedural rights which will be accorded to him in the hearing. These should include an adviser of his own choosing to act as counsel; a full stenographic record of the proceedings, a transcript of which is to be made available to him and to the President; the right to question witnesses; the opportunity to be confronted by all witnesses adverse to him; and, if a witness cannot appear, the right to the name and any available statement of the witness.

If the faculty member desires a hearing, he should write to the chief executive officer within thirty days of receipt of the notice of his dismissal or notice of reduction in academic rank.

Suspension of the faculty member from his usual duties during the proceedings involving him is justified only if his welfare or that of the institution or its students is threatened by his continuance. Any such suspension should be with pay and with appropriate provisions for useful duties whenever possible.

In deliberating, the committee should allow oral arguments or written briefs by the chief executive officer or his representative, and by the faculty member or his representative. The committee should make explicit findings with respect to each of the grounds of removal presented and should recommend whether there is adequate cause for dismissal. The committee's recommendation should be conveyed in writing to the chief executive officer and to the faculty member.

Governing Board. If the faculty member's appointment is proposed to be terminated, the chief executive officer should transmit the full report of the Hearing Committee to the institutions' Governing Board. If the Governing Board chooses to review the case, its review should be based on the record of the previous hearing, accompanied by opportunity for argument by the principals or their representatives. The decision of the Hearing Committee should either be sustained or the proceedings be returned to the chief executive officer and to the committee with objections specified. In such case, the committee should reconsider, taking account of the stated objections and receiving new evidence if necessary. It should frame its reconsidered recommendation and communicate it in the same manner as before. Only after study of the committee's reconsideration should the Governing Board render a written decision overruling the committee.

Publicity. The proceedings of the Hearing Committee should be confined to the principals, their advisers, the witnesses called by the committee, and such observers as the committee may specifically invite. Except for such brief announcements as may be required, covering the time of the hearing and related matters, public statements about the case by either the faculty member or administrative officers should be avoided so far as possible until the proceedings have been completed. Announcement of a final decision should include a statement of the Hearing Committee's original action, if this has not previously been made known.

APPENDIX IV

Recruitment and Resignation of Faculty Members

Sound procedures regarding the recruitment and resignation of faculty members are essential for the proper functioning of colleges and universities. The following nationally-recognized statement is accepted at East Texas State University.

Mobility of faculty members among colleges and universities is rightly recognized as desirable in American higher education. Yet the departure of a faculty member always requires changes within his institution, and may entail major adjustments on the part of his colleagues, the administration, and students in his field. Ordinarily a temporary or permanent successor must be found and appointed to either his position or the position of a colleague who is promoted to replace him.

In a period of expansion of higher education, such as that already existing and promising to be even more intensified as a pattern for the coming years, adjustments are required more frequently as the number of positions and transfers among institutions increases. These become more difficult than at other times, especially in the higher academic ranks. Clear standards of practice in the recruitment and in the resignations of members of existing faculties should contribute to an orderly interchange of personnel that will be in the interest of all.

The standards set forth below are sound and should be generally followed. They are predicated on the assumption that proper provision has been made by employing institutions for timely notice to probationary faculty members and those on term appointments, with respect to their subsequent status. In addition to observing applicable requirements for notice of termination to probationary faculty members, institutions should make provisions for notice to all faculty members not later than March 15 of each year of their status the following fall, including rank and (unless unavoidable budget procedures beyond the institution forbid) prospective salary.

1. Negotiations looking to the possible appointment for the following fall of persons who are already faculty members of other institutions, in active service or on leave-of-absence and not on terminal appointment, should be begun and completed as early as possible in the academic year. It is desirable that, when feasible, the faculty member who has been approached with regard to another position inform the appropriate officers of his institution when such negotiations are in progress. The conclusion of a binding agreement for the faculty member to accept an appointment elsewhere should always be followed by prompt notice to his institution.

2. A faculty member should not resign in order to accept other employment as of the end of the academic year later than May 15, or 30 days after receiving notification of the terms of his continued employment the following year, whichever date occurs later. It is recognized, however, that this obligation will be in effect only if institutions generally observe the time factor set forth in the following paragraph for new offers. It is also recognized that emergencies will occur. In such an emergency the faculty member may ask the appropriate officials of his institution to waive this requirement; but he should conform to their decision.

3. To permit a faculty member to give due consideration and timely notice to his institution in the circumstances defined in paragraph 1 of these standards, an offer of appointment for the following fall at another institution should not be made after May 1. The offer should be a "firm" one, not subject to contingencies.

4. Institutions deprived of services of faculty members too late in the academic year to permit their replacement by securing members of other faculties in conformity to these standards, and institutions otherwise prevented from taking timely action to recruit from other faculties, should accept the necessity of making temporary arrangements or obtaining personnel from other sources, including new entrants to the academic profession and faculty personnel who have retired.

5. Except by agreement with his institution, a faculty member should not leave or be solicited to leave his position during an academic year for which he holds an appointment.

The foregoing Statement on Recruitment and Resignation of Faculty Members, reprinted here, was adopted by the Association of American Colleges in January, 1961, with the following reservations as set forth in a preamble prepared by that Association's Commission on Academic Freedom and Tenure:

1. No set of principles adopted by the Association can do more than suggest and recommend a course of action. Consequently, the present statement in no way interfers with institutional sovereignty.
2. The Commission realizes that the diversity of practice and control that exists among institutions of higher learning precludes any set of standards from being universally applicable to every situation.
3. The statement is concerned only with minimum standards and in no way seeks to create a norm for institutions at which "better" practices already are in force.
4. The Commission recognizes the fact that "emergency" situations will arise and will have to be dealt with. However, it urges both administration and faculty to do so in ways that will not go counter to the spirit of cooperation, good faith, and responsibility that the statement is seeking to promote.
5. The Commission believes that the spirit embodied in the proposed statement is its most important aspect.

APPENDIX V

Interpretations and Implementations as Recommended by the Advisory Committee on Tenure December 19, 1968

A. Initial Tenure Under This Policy

Everyone, regardless of rank, who is currently in his fourth (or later) consecutive year of teaching at East Texas State University as a full-time faculty member will be assumed to have achieved tenure as of October 16, 1968, when the tenure statement had to be filed with the Coordinating Board. Appointments of personnel to the rank of full-time instructor and above, prior to this date (October 16, 1968) shall conform to the agreements under which such appointments were made, and are not affected by subsequent policy adopted.

B. Period for Achieving Tenure

All initial appointments at East Texas State University are probationary, except those provided for as exceptions in subsection 5 below. For those not holding or achieving tenure under Section A above, the following schedule shall apply:

1. Beginning with the appointment to the rank of assistant professor or a higher rank, the probationary period shall not exceed seven years. The minimum period of probation shall be three years.

2. An instructor with no prior service at any institution of higher education may be awarded tenure at the beginning of his eighth year of employment as a full-time faculty member at East Texas State University. An instructor with three or more years of probationary service at another institution of higher education may be awarded tenure after four years of full-time service.

3. Promotion prior to achievement of tenure status will automatically place the full-time faculty member under the provisions of the rank to which he is promoted.

4. Tenure is not automatically awarded upon completion of periods of service.

5. Exceptions to this schedule for achieving tenure in the various ranks may be made when requested in writing by the department head through regular administrative channels to the President.

C. Method of Awarding Tenure

1. Tenure is awarded in writing only by the President of East Texas State University or by his officially designated represenative acting on the authority of the President.

2. The head of each department shall have the responsibility of at least once each semester counseling probationary faculty members of their performance in their position, and the criteria which will be used in determining whether the department will recommend that his appointment be renewed or tenure granted.

3. The head of each department shall call together those faculty members in the department who hold tenure for the purpose of discussing recommendations on awarding tenure to other full-time faculty members in the department. The department head shall forward to the Academic Dean (1) his recommendations on awarding tenure, (2) the vote of tenured faculty members on awarding tenure, and (3) every ballot accompanied by statements supporting these votes.

Tenured faculty members who wish may submit other statements. Within four weeks following the meeting of the tenured faculty, the department head shall counsel with the probationary faculty members as to the recommendations made by the department and by the department head.

4. Under the provisions of the approved statement of tenure policy, the faculty member must be notified of his tenure status no later than May 31. (Revised upon recommendation of the Faculty Senate, Fall 1971)

D. Continued Probationary Appointment, Terminal Reappointment, or Non-reappointment.

Within the limitations imposed in III.A.1., of the approved statement of tenure policy, faculty members may be continued in probationary appointment or reappointed on a one academic year terminal basis.

1. Tenured faculty members will be requested to give an advisory opinion to the department head concerning reappointment or continued probationary appointment of any faculty member who has not yet attained tenure status. The department head will then forward to the Academic Deans: (1) the department head's recommendation regarding reappointment, non-reappointment, or dismissal, (2) the advisory vote and statements of the tenured faculty members on reappointment, or dismissal supporting these votes and (3) any other written statements the tenured faculty members wish to submit. The Academic Dean shall consider the recommendations and statements and add his recommendations and forward to the Academic Vice President. The Academic Vice President shall consider the recommendations and statements and add his recommendations and forward to the President.

2. Departmental action on reappointment, non-reappointment, or dismissal shall begin not less than fifteen days prior to the deadlines established in Section III.A.2., items a, b, and c, for the first year of operation of this policy and not less than thirty days prior to these deadlines for subsequent years.

3. Any action regarding reappointment, non-reappointment, or dismisssal shall be communicated to the individual in writing by the President of the University.

E. Dismissal of Tenured Faculty

Action concerning dismissal of a tenured faculty member shall be communicated in writing to the individual concerned by the President of the University.

APPENDIX VI

Grievance Procedures

To provide appropriate procedures for resolutions of faculty grievances in matters other than dismissal proceedings—such matters as salaries, assignment of teaching duties, assignment of space or other facilities, and propriety of conduct—three members of the elected Faculty Advisory Committee on Academic Freedom, Tenure, and Responsibility will be designated each year by its Chairman to serve as the Advisory Committee's grievance subcommittee.

If any faculty member feels that he has just cause for grievance because of unfair or improper action by an officer or administrative agency of the University, he may, after first discussing the problem with his department head, the Dean of his college, or other appropriate administrative officers, request in writing that the grievance subcommittee of the Advisory Committee on Academic Freedom, Tenure, and Responsibility investigate the grounds of his complaint. This request should set forth in detail the nature of the grievance, state against whom the grievance is directed, and contain any factual or other data which the faculty member deems pertinent to his case.

Upon receipt of such a request, the grievance subcommittee will have the right to decide whether or not the facts merit a detailed investigation. Submission of a request will not automatically entail investigation or detailed consideration thereof. The subcommittee may seek to bring about a settlement of the issue at this point satisfactory to the parties through informal procedures. If in the opinion of the grievance subcommittee such a settlement is not possible or is not appropriate, it will report its findings and recommendation in a written statement to the faculty member who has made the request, to the appropriate administrative officer concerned, and to the Faculty Advisory Committee on Academic Freedom, Tenure, and Responsibility; and the faculty member will, at his request, be provided an opportunity to present his case to the full Advisory Committee. After further investigation and consideration, the Advisory Committee will then prepare a final written report for presentation to the Vice President for Academic Affairs to be forwarded with his recommendation to the President for final determination. Before it is submitted, a copy of this report will be made available to the faculty member who initiated the grievance investigation; and he shall be afforded the opportunity to submit a written statement of his own responding to the Advisory Committee's findings and recommendations and to request a conference with the President and Vice President for Academic Affairs before a final determination in the matter is made.

III Faculty Senate Constitution

I.

PURPOSE: The Faculty Senate is the organizational vehicle through which the opinion of the faculty at East Texas State University is expressed. It shall propose, investigate, study, discuss and recommend to the President of the University all such matters as it feels involve the true function of education at East Texas State University. It shall also express the opinion of the faculty on all questions laid before it by the President of the University, or upon order of the Board of Regents, or raised for its consideration by faculty members.

The decisions and recommendations of the Faculty Senate should be considered as the opinion of the faculty unless challenged. The President of the University may, upon his own initiative, at the suggestion of The Board of Regents, or upon petition from faculty members in a manner to be determined by the President of the University, bring any decision or recommendation of the Faculty Senate before the general faculty assembled, for confirmation, discussion or rejection as the opinion of the faculty at East Texas State University.

The Faculty Senate shall recommend the initiation, change or modification, or discontinuance of goals, policies, programs, methods, and practices which affect the education of students, the intellectual life, the role and relationships of the faculty, and the conditions under which learning and teaching are conducted at East Texas State University.

II.

COMPOSITION: The Faculty Senate shall be composed of two members elected by each academic department of the University, and the following who shall be ex officio: the President and Vice Presidents of the University, Deans of the Colleges of the University, the Dean of the Graduate School, and the Dean of the Division of Admissions and Records.

ELIGIBILITY: Any member of the faculty of the University with the rank of instructor or higher, who shall have completed one academic year of full-time service at the University at the time he takes office, shall be eligible for election to the University Senate. Ex officio members shall be eligible for membership from the date of their appointment to their administrative position.

ELECTION: Each academic department of the University shall, in a departmental meeting in April of each year, elect members of that department to the Faculty Senate seats assigned to that department.

TERM OF OFFICE: Elected members of the Faculty Senate shall hold office for three calendar years from September following election, with the following exceptions:

(1) Membership on the Faculty Senate shall be vacated on the date that any member terminates his faculty appointment while in office, or is appointed to—and assumes duties in—a position in the University which terminates his membership in the department he is elected to represent.

(2) Membership on the Faculty Senate shall be vacated at the end of the semester in which a member submits his resignation from his position at the University.

(3) Membership on the Faculty Senate shall be vacated when a member begins a leave of absence of more than one semester, but shall not be vacated when a leave of absence is granted for one semester or a shorter period. When a Senator is granted a leave of absence for one semester, or is absent for the summer, his department may, at its own discretion, elect a substitute to hold office for that period of time only.

(4) Membership on the Faculty Senate shall be vacated from the date a member submits to the President of the Senate his resignation from the Senate.

(5) Membership on the Faculty Senate shall be vacated from the date the department head notifies in writing the President of the Senate that a representative of that department has been removed from his office by a departmental meeting and vote of the department.

(6) If for any reason membership is terminated, a department election is to be held to complete the unexpired term, and the new member shall take office immediately.

(7) At the first meeting of the Faculty Senate, the elected members of the Senate shall be divided by lot by colleges into three classes for terms of one, two or three years, maintaining as closely as possible a mathematical balance among the classes. As new seats are created by the addition of academic departments, the Executive Committee shall assign each new member to a class in such a manner as to maintain as closely as possible a mathematical balance.

In either case, a term of one or two years drawn by a member shall be considered one full term in the meaning of this constitution.

TERMS OF OFFICE: An elected member of the Faculty Senate upon completion of his term of office, or having created a vacancy in his seat in any of the manners enumerated above, shall not be elected to the Senate again until one full academic year shall have elapsed.

III.

21 MEETINGS: There shall be four stated meetings of the Faculty Senate in each academic year: October, Decem-

ber, February, and May. The agenda for each stated meeting shall be prepared and distributed to each member of the faculty, and the date of each meeting publicly announced, no less than one full week prior to each meeting.

Additional meetings of the Faculty Senate shall be called by the President of the Senate, provided that members of the faculty receive prior written notice and agenda

(1) Upon call of the President of the Senate,
(2) Upon call of the Executive Committee of the Senate,
(3) Upon petition of fifteen members of the Senate,
(4) Upon request of the President of the University.

QUORUM: The presence of a majority of the total number of members of the Faculty Senate shall constitute a quorum for the transaction of all business of the Senate.

Roberts' Rules of Order, Newly Revised, shall govern the Faculty Senate in all cases to which they are applicable, and in which they are not inconsistent with the Constitution or By-laws of this Senate.

IV.

OFFICERS: Officers of the Faculty Senate shall be the President, the Vice President, the Secretary, the Parliamentarian, and any other officers which the Senate shall create.

Officers to fill newly created offices shall be appointed by the President of the Senate or elected by the Senate. If a new office is to be continued beyond one year, the Constitution shall be amended to include the office, and to specify the qualifications and method of election or appointment.

PRESIDENT: The Vice President for Academic Affairs shall be the President of the Senate.

VICE PRESIDENT: The Vice President of the Senate shall be a member, shall be elected by the Senate at the last stated meeting of each academic year, shall take office on the following September 1, and shall serve in this capacity for one calendar year.

SECRETARY: The Director of Records and Reports shall serve as Secretary of the Senate.

PARLIAMENTARIAN: The Parliamentarian of the Senate shall be a member, shall be elected by the Senate at the last stated meeting of each academic year, shall take office on the following September 1, and shall serve in this capacity for one calendar year.

V.

DUTIES: The *President* of the Faculty Senate shall call meetings of the Senate; shall preside at all meetings of the Senate; shall, in emergencies, appoint members to *ad hoc* committees; shall report to the Senate all communications from the President of the University, and shall transmit to the President of the University the written minutes of each meeting of the Senate and any other such written communications as the Senate shall direct. He shall have voice in the meetings of the Senate at any time he shall desire by calling to the chair the Vice President of the Senate; and shall vote in case of a tie.

The *Vice President* of the Faculty Senate shall call and preside at all meetings of the Senate in the absence of the President, or shall preside over meetings when the President shall vacate the chair and call upon him to preside. He shall serve as Chairman of the Executive Committee.

In the absence of the President and Vice President of the Senate, the Executive Committee shall designate a temporary chairman.

The *Secretary* shall keep full and faithful minutes of the proceedings of each meeting of the Senate, and shall present a written transcript of such to each member of the Senate and faculty. He shall transmit to each member of the Senate and faculty, promptly and in writing, the call and agenda of each meeting as presented to him by the President of the Senate. He shall write and transmit, and in such form as directed, all such communications as shall be ordered by the Senate or the President of the Senate. He shall keep in good order, from the inception of the Senate, all minutes, transactions, communications to or from the Senate, and all other records directed to be kept by the Senate, and shall make them readily available to any member of the Senate and faculty, the President of the University, or member of the Board of Regents.

The *Parliamentarian* shall acquaint himself with parliamentary procedure. He shall advise, when requested, the President upon matters concerning parliamentary procedure. In his absence the President shall ask another instructed member to act in his position.

VI.

EXECUTIVE COMMITTEE: The Executive Committee of the Faculty Senate shall be composed of the President of the Senate, the Deans of the Colleges of the University, the Dean of the Graduate School, the Vice President of the Senate, and an equal number of elected members from the Senate. The latter shall be elected to the Committee at the last stated meeting of the Senate each year, shall take office on September 1 to serve for one year, and shall be eligible for reelection.

The Vice President of the Senate shall serve as Chairman of the Executive Committee. The Committee shall meet upon call of the Chairman, the President of the Senate, upon request of the President of the University, or upon request of four members of the Committee. At the first meeting of each academic year, the Executive Committee shall elect a secretary of the Committee.

The Executive Committee shall meet in sufficient time in advance of each stated meeting of the Senate to provide the members of the Senate with a written agenda at least one week before each stated meeting.

The Executive Committee shall be charged with the preparation of an agenda for each stated meeting of the Senate; shall serve as a Committee on Committees; shall call meetings of the Senate when it sees need; and shall consider such matters as the President of the Senate, or the Senate, shall lay before it.

The Chairman of the Executive Committee shall appoint at the first meeting in each academic year a subcommittee composed of three elected members of the committee, to be a committee of direct access for proposals on the agenda of any meeting. Any member of the University faculty may lay before this committee proposals for consideration by the Faculty Senate, or a request to appear before the Senate to speak on a specific

subject. The sub-committee shall make its recommendation to the Executive Committee upon each request for inclusion on the agenda of the next meeting of the Senate. If the sub-committee or the Executive Committee decline to include the request on the agenda, the faculty member making the request may require the President of the Senate to lay the question before the Senate as the first item of business at the next meeting of the Senate. Should a majority of the Senate agree, the item may be assigned a place on the agenda of the meeting, or the person making the request may be allowed to speak, or the matter may be referred to an appropriate committee, as the Senate shall direct.

VII.

COMMITTEES: The Faculty Senate shall create such standing and *ad hoc* committees as it shall feel necessary. The presence of the Senate committees shall in no sense prejudice the appointment of the other University committees.

The standing committees of the Senate shall include the following, unless changed by Constitutional amendment:

(1) Curriculum
(2) Admission and Retention of Students
(3) Instruction and Academic Practice
(4) Research and Grants
(5) University Community and Academic Life
(6) Academic Facilities and Scheduling
(7) Graduate Studies
(8) Organization of the Senate

All members of the University faculty, administrators, staff or students of the University shall be eligible to serve on Senate committees, provided that the chairman of each committee shall be a member of the Faculty Senate, *ad hoc* committees shall be created upon the standing committee of the Senate. Standing Committees of the Senate shall have the power of originating proposals in their area of competence, and of holding open meetings to explore campus opinion, in addition to considering proposals referred to them by the Senate. The chairman of a Standing Committee may request that the Senate replace members of non-performance of committee duties.

In addition to the committees created by the Faculty Senate, *ad hoc* committees shall be created upon the request of the President of the University.

TERMS: Standing committees shall be elected at the first meeting of the Senate in each academic year, unless created by the Senate action at a later date, and shall serve until September 1 following.

Ad hoc committees shall serve until their final report is presented to the Senate, or until dismissed by the Senate.

REPORTS: All reports of committees shall be presented to the Senate in writing, and may also be presented orally if desired by the committee or requested by the Senate. All standing committees shall present an annual report, as well as such other reports as it shall desire to present or shall be requested to present by the Senate.

MEETINGS: Meetings of committees shall be open meetings, or meetings attended by non-members upon invitation, or closed meetings as the committees shall designate, except that committees shall hold open or closed meetings as the Senate shall order.

The time and place of an open meeting of a committee shall be adequately published at least three days before the meeting is held. Upon written request to the President of the Senate signed by twenty members of the faculty, or upon request of the President of the University, at least one meeting of each *ad hoc* committee, and one meeting each semester of each standing committee, shall be an open meeting.

Upon order of the Senate, or the President of the Senate, or upon request of the President of the University, or upon written request to the President of the Senate signed by twenty members of the faculty, any topic or any aspect of any topic pertinent to the work of the committee shall be considered by the committee and included in its report to the Senate.

QUORUM: A quorum for any Senate committee shall be a majority of the members of the committee.

SUB-COMMITTEES AND MINORITY: The committees may appoint sub-committees without restriction, but all reports submitted to the Senate shall be adopted by a majority of the parent committee. The minority of a committee shall have the right to present to the Senate a minority report at the time the majority report is presented.

VIII.

BY-LAWS: The Senate shall adopt such by-laws, regulations, rules, orders, or other procedures for the conduct of its business as it shall please, provided that they do not conflict with the terms of this Constitution.

AMENDMENT: The Constitution of the Faculty Senate shall be amended by a two-thirds vote of the total number of members of the Senate or at a general meeting of the faculty of the University assembled for that purpose by the President of the University, provided that at least one week's public notice of the meeting shall be given, and that a majority of the entire faculty shall attend and vote at that meeting.

An amendment adopted shall become effective one month after its adoption, unless

(1) held in abeyance for action by the Board of Regents, upon written notification from the President of the University; or

(2) disapproved by the Board of Regents; or

(3) challenged under any of the methods stated in Article One for challenge of a decision of the Senate.

The President of the University shall notify the President of the Senate of the disposition of a contested amendment. The same procedure shall apply to an amendment proposed in a general faculty meeting.

Faculty Senate Bylaws
East Texas State University

1. Bylaws of the Senate shall be made or amended by a two-thirds vote of the members present and voting at the meeting following the meeting at which the amendment is introduced.
2. Rules of the Senate shall be made or amended by a two-thirds vote of the members present and voting at the meeting in which the amendment is introduced.
3. The Senate shall convene at 3:00 p.m. on the

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first Tuesday of the months designated by the constitution for all regular meetings, unless otherwise designated by vote of the Senate.

4. Faculty Senate meetings shall be open unless specifically voted otherwise for a particular meeting or any portion thereof.
5. The Faculty Senate shall be the sole judge of its own rules and bylaws.
6. Senators shall be expected to attend meetings of the Senate. Three absences in a single academic year shall constitute grounds for a request by the Senate that the department in question replace the delinquent Senator.
7. The standing committees of the Senate shall be nominated by the Executive Committee and approved by the Senate at the first meeting of the Senate in the fall semester.
8. The time and place of the meeting of the Executive Committee at which the agenda is prepared shall be announced to the faculty at least one week prior to the meeting.
9. *Ad hoc* committees normally shall be composed of Senators only, and no Senator shall serve on more than one *ad hoc* committee at a time. *Ad hoc* committees shall hold at least one open hearing prior to presenting reports or recommendations to the Senate.
10. The membership of an *ad hoc* committee may be specified by motion at the time they are created, or by the Executive Committee (or in an emergency by the President of the Senate.)
11. The Senate may refer proposals to faculty bodies external to it with the request that the proposal be studied and a report made to the Senate, or that the body take any action within its designated power.

Faculty Senate Rules
East Texas State University

1. RECESS. A motion to recess or a motion to declare a recess at a specific time may be proposed at any time. The Senate may not recess without specifying the time and place of reassembly.
2. SUSPENSION OF RULES. The rules of the Senate shall not be suspended except for a definite purpose and by a two-thirds vote of the members present and voting.
3. TEMPORARY RULES. Temporary rules may be adopted or suspended at any meeting, in the same manner as any other motion, and when adopted continue in force until rescinded or modified. All temporary rules shall be reviewed by the Executive Committee at the beginning of each academic year, and any changes shall be proposed in the first meeting of the Senate in any academic year.
4. The Secretary of the Senate shall furnish each Senator with a copy of the Constitution, Bylaws, Rules, Temporary Rules and current membership roster of the Senate at the beginning of each academic year.
5. REFERRAL. The normal procedure for introducing business before the Faculty Senate is through the submission of proposals by a Senator or faculty member to the Executive Committee. The Executive Committee may place such a proposal on the agenda of the Senate for immediate consideration, or refer it to an appropriate standing committee or to an *ad hoc* committee, or refuse to consider it. The Executive Committee shall then inform the senator or faculty member making the proposal forthwith of its disposition.
6. COMMUNICATIONS. All Communications addressed to the Faculty Senate shall be presented to the Senate at the time specified for communications in the agenda. Any communication requesting action by the Senate must be read to the Senate at the time it is received. All written communications from the President of the University shall be submitted immediately upon receipt to the Executive Committee if the communication requests action by the Senate.
7. COMMITTEE REPORTS. Reports of all committees, when carrying recommendations for Senate action, shall be submitted in writing to the Secretary for circulation among the Senators at least three days prior to each meeting of the Senate.
8. PARTICIPATION OF NON-MEMBERS. Non-members shall address the Senate only upon request of the Senate or at the invitation of any committee of the Senate.
9. AGENDA. Unless otherwise directed by the Senate, the order of the agenda shall be:

   ROLL CALL
   OLD BUSINESS
   COMMITTEE REPORTS
   COMMUNICATIONS
   NEW BUSINESS

   The term "Old Business" shall include those matters listed by *Roberts' Rules of Order* under the heading Unfinished Business and General Orders. Motions to reconsider decisions taken at a previous meeting, or to discharge a committee from consideration of a proposal shall also be in order at this time.

   The term "New Business" in the agenda shall refer to proposals or announcements which have not been placed upon the agenda by the Executive Committee. Senators or representatives from Senate committees may at this time place before the Senate any proposals considered relevant to the purposes of the body. Proposals presented as a new business shall be dealt with according to the rules and bylaws of the Senate.
10. ADDRESS. Members of the Senate shall be addressed as Senator in all formal and informal proceedings of the Senate.
11. DEBATE. Discussions and debate in the Senate shall be governed by the following rules:

    (1) Senators shall speak only when recognized by the chair and shall stand when addressing the Senate.

    (2) Discussion or explanations of motions cannot proceed unless (a) the motion is seconded or (b) given permission by the Senate.

    (3) The first speech regarding any motion

shall be the prerogative of the initiator of the motion.

(4) Individual speeches on any motion are limited to five minutes per member. A second speech on the same motion is permissible only after every Senator has had opportunity to speak to the motion, and the time limit for the debate of the motion has not expired. Second and succeeding speeches are also limited to five minutes.

(5) Time limits for debate may be set by a two-thirds vote of the assembled Senators voting. Time limits may be extended in the same manner.

(6) Debate may be closed by calling for the question with a two-thirds vote of the assembled Senators concurring.

(7) Open discussion on the floor may be accomplished by a motion, with a majority concurring, to consider the question informally.

12. VOTING. Voting in the Senate shall be governed by the following rules.

(1) The normal method of voting shall be by voice vote.

(2) Standing votes or show of hands may be asked for by a Senator and cannot be refused by the chair or Senate.

(3) Roll call votes and secret ballots may be demanded by majority vote of the assembled Senators voting, and shall take precedence over Section 2, Rule 12.

(4) The chair may appoint tellers to assist in counting votes at the time the vote is taken.

(5) A majority shall be defined as more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present.

(6) A two-thirds vote shall be defined as at least two-thirds of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present.

(7) A two-thirds vote must be used under the following actions:

(a) Suspend rules
(b) Close or limit debate
(c) Close or limit nominations and voting
(d) Take away membership
(e) Change the order of business.

13. (1) Two weeks prior to the May meeting of the Senate, the President of the Senate shall distribute to each Senator a ballot on which shall be printed the names of all Senators whose terms are not expiring at the end of that academic year.

(2) Members of the Senate shall select seven nominees for the offices of Vice President and Executive Committee by placing an X in the box on the ballot before the names of seven members. The ballot shall be returned in a sealed envelope to the office of the President not later than one week before the date of the May meeting.

(3) The ballots will be opened and tabulated by the President of the Senate, the Secretary, and one representative from each of the colleges. The result of this balloting will be announced and communicated to each member of the Senate prior to the May meeting.

(4) The names of the three persons receiving the highest number of votes will be placed in nomination for the office of Vice President of the Faculty Senate.

(5) The names of the ten persons receiving the successively next highest number of votes, plus the names of the two persons nominated for Vice President but not elected to that office, will be placed in nomination for the six positions on the Executive Committee to be elected by the the Senate. The six members of the Committee will be elected from among the twelve nominees.

(6) Printed ballots containing the names in nomination shall be distributed, marked, returned and counted during the meeting.

(7) The Parliamentarian shall be elected by nomination from the floor.

14. (1) Election of department representatives shall take place in department meetings of qualified faculty members on the second Tuesday of April of each year. All full-time faculty members in the departments will be eligible to vote.

(2) Two copies of a list of department members qualified to serve in the Faculty Senate shall be passed to each full-time department member present at the beginning of the meeting. The Constitution of the Faculty Senate provides that any member of the faculty of the University with the rank of instructor or higher, who shall have completed one academic year of full-time service at the University at the time he takes office, shall be eligible for election.

(3) On the first of these lists the department member shall check the name of the person he would most wish to see represent the department in the Faculty Senate. These nomination lists shall be folded and then collected and tabulated by the two members present with lowest seniority in time of service. The names of the two qualified persons who receive the largest number of nominations shall be announced and, where possible either posted or written on a blackboard.

(4) Once this has been done the department members present should be asked to check on their second list the name of the person of the two nominees for whom they wish to vote. These ballots should also be folded and then collected and counted by the two members present with lowest seniority. The nominee who receives the largest number of votes shall then be declared elected.

(5) Immediately after the election the department should inform the Vice President for Academic Affairs by letter of the name of the departmental representative.

IV Faculty Student Relations

Attendance Policy:

Students are expected to be present for all class meetings of the courses for which they are enrolled. If a student has an excusable absence, the faculty member should give the student an opportunity to make up the work. The manner in which make-up work is administered is left to the professional discretion of the individual faculty member.

Faculty members are expected to inform all students, at the beginning of each semester, concerning all special conditions of attendance in regard to course requirements and grading.

Each faculty member will be responsible for determining the validity of the reason for an absence. Among those absences which are considered to be excusable are: (1) participation in an authorized University activity; (2) illness, verified by a physician; and (3) death in a student's immediate family.

A student may be dropped from a course when unexcused absences exceed the following: (1) ten from a class that meets three or more times each week; (2) six from a class that meets twice each week; and (3) three from a class that meets once each week.

Procedures For Faculty

A record of excused and unexcused absences should be maintained by each faculty member for reference. If a faculty member should question the acceptability of an individual's excuse, the appropriate Dean, either of men or women, should be contacted for assistance and verification.

A faculty member should have a conference with any student with excessive unexcused absences. Absences are classified as excessive when they reach: (1) three in a class that meets three or more times a week; (2) two in a class that meets twice a week; and (3) two in a class that meets once each week. A report of this conference should be forwarded to the appropriate Dean, either of men or of women.

If a student continues to be absent from class after the counseling session, the faculty member should forward the name of the student to the appropriate dean, either of men or of women. The Dean will notify the student of the seriousness of the matter and will schedule a mandatory conference.

Faculty members may recommend to the appropriate Dean of a college that a student be dropped from a class because of excessive unexcused absences. It is imperative in such cases that the above procedures have been closely followed.
(Spring 1969)

Speaker Policy:

The goal of East Texas State University is to foster a spirit of free inquiry and to encourage timely discussion, so long as the views expressed are subject to critical evaluation and do not teach violation of State or Federal laws, or of University regulations. It should be understood that the appearance of a speaker or program on the East Texas State University campus does not necessarily mean that the University endorses or supports the views expressed, nor that the sponsoring organization or faculty member necessarily endorses or supports those views.

All programs should be considered in terms of the total educational purpose of East Texas State University. They should be planned to satisfy various areas and degrees of interest within this community. The responsibility for initiating extra-classroom activities rests with sponsoring organizations, which should keep in mind the specific purpose of the particular organization and its place in the larger University community. Some programs may be of only specific interest to one group, and the proper audience should be kept in mind when planning any program.

All members of the University community have the rights of freedom of speech, peaceful assembly, petition and association. They also have the same obligation to act lawfully and responsibly as any other citizen.

So long as there is no violation of Federal and State laws, or of University regulations, no issue or topic is too controversial for intelligent discussion. Any recognized group, student or faculty, may invite any speaker the group would like to hear, subject to the procedures outlined in these guidelines and/or established by the University as to proper registration and arrangement for facilities.

The sponsoring organization must provide a means for critical examination of the speaker's views. At the very least, this suggests an open question and answer period following any speaker's presentation.

A member of the faculty shall be free to invite outside speakers to participate in any class, conference, or institute which is a part of the University educational program. In all such cases, the head of the department involved will be advised of the intention to invite a guest speaker.

Any recognized group, faculty or student, may use University facilities for open or closed meetings, subject to the general guidelines outlined above and to the procedures listed below.

All speakers or programs scheduled outside the classrooms, but using a University facility, must be registered with the University Reservationist, housed in the Student Center, who is charged with keeping the Official

University Master Calendar and with allocating all space not used for regularly scheduled classes. The purpose of this filing shall be to provide information on forthcoming events and to provide for the orderly and efficient use of University facilities.

Notice of registration must be at least thirty (30) days in advance of the program.

Exceptions to this thirty-day rule, which would allow for use of unexpected opportunities for a speaker, may be made by the Vice President for Academic Affairs in the case of a faculty organization and by the Vice President for Student Affairs in the case of a student organization.

This notice of registration shall contain sufficient information to identify the speaker, the topic, and the nature of the meeting.

The request for registration shall be signed by the President of the organization and the faculty advisor.

If an off-campus speaker is to be invited to address an open meeting held by or sponsored by a student organization, the faculty advisor must give his approval prior to the time that an invitation is extended and publicity is released. No University facility may be reserved for such an open meeting without evidence of the approval of the faculty advisor. In order to facilitate this procedure, a current roster of recognized student organizations and their faculty advisors will be provided by the Division of Student Affairs.

As a matter of courtesy and proper communication and to facilitate appropriate planning, meetings which could conceivably have a deleterios effect on the welfare and reputation of the University and its faculty and student body will be discussed with the Vice President for Student Affairs or the Vice President for Academic Affairs. Since the President may not delegate responsibility for the general welfare of the University community, neither can he delegate final authority for events being scheduled on campus. The University administration may, therefore, inform an organization concerning its views on any proposed meeting to which an off-campus speaker is to be invited prior to scheduling the meeting or releasing publicity. As the chief executive officer for the Board of Regents and the State of Texas, the President is responsible for the total activities of the University.

Publicity and communications concerning any meeting shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied University sponsorship.

In case a request for the use of a University facility by a recognized organization is not granted, it is the responsibility of the University officer to whom the request was made to notify the requesting organization promptly in writing, stating the reasons for the denial.

Plagiarism:

East Texas State University will not condone plagiarism in any form. The faculty is expected to uphold and support the highest academic standards in this matter.

Plagiarism is handled initially by the instructor. If he feels the problem warrants more attention, it should then be pursued through the department head. If the department head wishes, it should be brought to the attention of the Dean of the college for study and review before meeting with the standing University Discipline Committee. The Vice President for Student Affairs will assist members of the faculty in such matters.

Counseling Students:

An orientation program for entering students is coordinated by the office of the Director of Testing and Orientation. A portion of this initial program is designated specifically for academic advisement, and this phase of the program is controlled and supervised by the Deans of the three colleges.

Students who have not yet decided upon a major are assigned to a general advisor, assigned by the Dean of the College of Arts and Sciences. Once a student has decided upon a major, he receives academic advisement from the department head of the area in which he majors, or from an appointed representative.

Sponsorship of Student Organizations:

Faculty sponsors of student professional organizations are assigned by the department head associated with the specific professional area. For all other recognized student groups, faculty sponsors are recommended for approval by the group to the Dean of Women. Sponsors of student organizations should have a minimum of two years full-time service at East Texas State University.

Grades and Reports:

REPORTING GRADES. After semester rolls are completed, the Dean of Admissions and Records will provide instructors with grade sheets for each course. Near the end of the semester, instructions for reporting grades will be sent to faculty members. These instructions should be carefully followed when reporting grades.

CLASS ROSTERS: Initial class rosters (two copies, one for the department head and one for the instructor) will be issued 24 hours after the close of registration. Only names of students who have paid fees will be included and no revised rosters will be issued.

The instructor should use his roster as a worksheet to post drops and adds as he receives official notification by drop and add cards.

A student attending class whose name does not appear on the roll should be questioned to see if he has paid his fees or if he is in the wrong class. If he has paid his fees and is in the correct class he should be sent to the Division of Admissions and Records to check his enrollment. If he has not paid his fees, he should be informed that he is not officially registered until his fees are paid. The instructor must continue checking until he receives an add card indicating that the student is officially enrolled.

All students listed on the initial roll are officially registered. If a student is not attending class, but his name appears on the roll, the instructor should consider this as an official enrollment until he receives a drop card. Absences accumulated by such a student should be reported to the Dean of Men or Women as excessive

absences to permit an accurate determination of the status of the student.

If the instructor maintains his rolls daily, there should be a minimum of discrepancies when the official twelfth-class-day rolls are issued.

DROPPING AND ADDING COURSES. During the time permitted for schedule changes (as printed in the catalog) students are allowed to drop and add courses. To drop or add courses, the student must complete a drop and add sheet, available in the Division of Admissions and Records, and obtain his instructor's signature. Cards for drops and adds obtained from the department head must accompany the drop and add sheet.

Drop and add notices are sent to instructors as they occur and should be updated by the instructor on his class rolls at that time.

MID-TERM REPORTS. At mid-semester, reports of academic progress are sent to the student's counselor and parents. If the student is over 21 or married, this report is sent to the student. The Division of Admissions and Records will provide each department optical scanning sheets on which instructors should indicate whether the student is passing or failing at the time. These cards are then returned to the Division of Admissions and Records for processing and mailing to students, academic advisors and parents.

INCOMPLETE COURSES. Occasionally it may be necessary for a student to receive an "incomplete" in a course due to illness or other unavoidable reasons as determined by the instructor. In this instance, the instructor may report an "X" for that student instead of a grade. The student then has one year to complete the course requirements to the instructor's satisfaction and have the "X" replaced by a grade.

To remove the "X" the instructor must complete and sign the proper form available in the Division of Admissions and Records.

CHANGING STUDENT GRADES. To change a student's grade, the faculty member should submit a petition to his department head requesting that a grade be changed for a student in a course that he has taught and state the conditions and reasons for the change. Grades may be changed only during the long semester or summer session immediately following the period when the course was taken and the grade given. After approval by the respective Dean, the petition will be presented to the Dean of Admissions and Records who will make the necessary change on the student's transcript. After the correction has been approved or disapproved by the respective Dean the instructor will be notified by letter with a copy to the student.

POSTING STUDENT'S GRADES. The decision to post student's grades is left to the instructor, but is encouraged. However, if grades are posted, it should be done by some means other than by names of students.

Student Records:

Maintenance of student records has become a major problem in all of higher education. Such records must be confidential and safe if the institution is to maintain the proper relationship with its students and its public. Since many of these records contain confidential information, it is necessary to the welfare of students and the University that this information be available only to the professional faculty and staff for the specific purposes for which it was secured. Each faculty and staff member is responsible for keeping student records confidential.

Student transcripts are mailed by the Division of Admissions and Records only on written request from the individual.

Foreign Student Advisement:

Realizing that many foreign students encounter special problems during their stay at East Texas State University, the Division of Student Affairs has designated a staff member to assist them. The Foreign Student Advisor counsels with international students about State Department regulations, grades, finances, personal adjustment and other problems. The Financial Aids Director is the foreign student advisor.

English Usage Test:

In 1949, the faculty recognized that the correct and efficient use of the English language as a tool of communication is a necessity for every University graduate. The faculty requested that the University administration establish an English Usage Test, to be required of each student as soon as he reaches junior standing. The request was granted.

In October, 1968, the Academic Council approved a recommendation by the Student Use of English Committee to exempt those students with a B average in the four freshman and sophomore English classes.

The English Usage Test consists of writing a composition of 350-500 words on a topic selected from a list presented to the student at the time the test is given. The requirement for a *satisfactory* rating of a composition is that the student's command of written English be sufficiently good so as not to bring embarrassment to the student or to the University. Every member of the faculty takes part in rating these compositions.

The test is given three times a year. If a student fails the test, he is required to enroll in English 313, Expository Writing, and make a passing grade. Completion of this course does not delay graduation in most cases. The faculty feels that this is a practical, constructive way of helping a student prepare himself for a successful and useful career after graduation.

Examination Schedule:

Final examination schedules are found within the printed schedule of classes being offered for that semester. All finals should be conducted at the periods scheduled. Teachers are not authorized to dismiss classes before the completion of the final examination periods or to alter the final examination schedule in any way.

V Facilities and Services

Mail Service:

Faculty and staff members may rent mail boxes for personal mail delivery to the East Texas Station, a branch of the United States Post Office, located in the Memorial Student Center.

The University Mail Room is located in the Memorial Student Center, and all official University mail, as well be personal mail addressed in care of the University, will be distributed there. Campus mail, off-campus mail, bulletins, and announcements will be sorted by departments *only*.

Mail will be delivered to the office of the President, the offices of the Vice Presidents, the Fiscal Office, and the office of Admissions and Records. Departmental secretaries or other designated persons will call at the University Mail Room for mail for all other offices and departments. Individual departments will be responsible for distributing mail to faculty and staff members within their own departments.

Official University mail may be posted by taking it to the University Mail Room where it will be stamped, mailed, and the postage charged to the individual department or office. It is a violation of state law to send personal mail with University postage.

All mail must be sorted into campus and off-campus bundles when it is delivered to the University Mail Room. When announcements or bulletins are being sent to all members of the faculty, they must be delivered to the mail room in departmental bundles. For example, if there are 25 faculty members in a department who are to receive a copy of an announcement, that number of copies must be packaged together and labeled with the name of the department.

Scheduling and Reserving Rooms:

Classroom space is scheduled by the Dean of Admissions and Records. Final approval is given by the office of the Vice President for Academic Affairs, upon recommendation of the department head and dean.

Non-academic space is scheduled by the University Reservationist located in Memorial Student Center. Information concerning regulations and procedures for scheduling may be obtained from that office.

Scholarships and Financial Aids:

A limited number of scholarships are available to students through individuals and organizations listed in the Student Handbook.

Student financial aid is available in the form of part-time employment, loans and grants to those who qualify. Detailed information is available in the office of the Director of Financial Aids.

In-Service Education:

The University permits full-time employees, both faculty and staff, to enroll for not more than one course per semester. This course should be taken at an hour that will not interfere with assigned duties.

Faculty Lounge:

The Faculty Lounge is furnished for use by members of the faculty and staff. Coffee is available from 8:30 to 11:00 each morning and soft drinks at any time.

The lounge has facilities for small committee meetings or similar uses by the faculty. Reservations for use should be coordinated with the chairman of the Faculty Lounge Committee.

Stenographic Bureau:

The Stenographic Bureau is operated as a service to the various departments of the University. The hours are the same hours kept by all University offices. Typing, mimeographing, and multilith work are done in this bureau.

Work to be done must be submitted with a requisition signed by the department head. Charges for supplies and labor will be made to departmental budgets.

Speech and Hearing Clinic

Faculty members are urged to refer students with speech and/or hearing problems to the Speech and Hearing Clinic, located in the Speech Building. A qualified staff will analyze the problem and assist in remedial plans. Students may report on their own initiative or upon the recommendation of a faculty member.

Reading Laboratory:

The Reading Laboratory is designed to improve reading proficiency, and is available to both students and faculty. The approach is based upon individual performance along with a core of basics. One reading improvement course uses a developmental approach while another emphasizes increasing speed. Both are speed-reading courses. Such devices used include the controlled reader, Craig reader, reading accelerator or pacer, tachistoscope, SRA kit, Reader's Digest series, Speed I-O-Scope, etc.

Housing:

Department heads often help new staff members in finding suitable living quarters. The Director of Hous-

ing, whose office is located on the first floor of Whitley Hall, may also assist new faculty members in locating apartments, houses, or rooms by furnishing information and by making contacts with community agencies and property owners.

Certain residential facilities owned by the University have been designated as faculty housing. These housing units may be assigned to faculty and staff members on an individual basis, for a period not to exceed twelve months. Assignments shall be made by the housing office upon the direction of the Vice President for Academic Affairs, who shall determine occupancy upon the recommendation of the academic deans and within a designated allocation to the several colleges and divisions. To assure full occupancy and greatest advantage to the University, adjustments within this allocation may be determined by the Vice President for Academic Affairs as faculty needs are determined, and in consultation with appropriate Deans.

Because the University must be assured of occupancy and income, faculty apartments will be leased on a twelve-months' basis, extending normally from September 1 through August 31. To assure occupancy, a deadline for faculty assignment is established as August 25 of each year, after which student families shall be assigned to remaining space. Application forms for university housing are in departmental offices.

Announcements to Faculty and Student Body:

Official University announcements are often distributed to faculty to be announced to all classes. Announcements of this type should be coordinated through the Office of the Vice President for Academic Affairs. Only announcements of University-wide concern should be made in this manner. When such announcements are distributed, it is important that all faculty members cooperate; otherwise a most important line of communications to the student body will fail.

EDUCOM, the faculty and staff newsletter, is distributed each week during the long term and twice each month during the summer term and serves as a means whereby announcements may be made to faculty and staff. Announcements or other information for publication in EDUCOM must be submitted to the Office of Information no later than the Wednesday preceding Monday publication.

Sam Rayburn Memorial Student Center:

The Sam Rayburn Memorial Student Center serves as the Campus Community Center of the University It provides for the opportunity of faculty, staff and students to meet together on common ground. For scheduling use of the building, the Scheduling Coordinator should be contacted.

Library:

A portion of the University Library materials budget is allocated to the various departments to cover faculty requests for books. Individual book requests should be routed through, and approved by, the head of the department or the chairman of the departmental library committee to the Acquisitions Department of the University Library.

Photoduplication service is provided in the University Library for faculty and students. Xeroxing, approved by the head of the department and charged to the departmental budget, will be provided in the Periodicals Department. Photoduplication facilities for copying personal materials is available on a self-service basis.

Information and procedures regarding library services, circulation, reserve lists, and interlibrary loans may be obtained from the Office of the Director of the University Library or from the offices of the various library departments.

University Hospital:

Various health services are provided at the infirmary for only those persons presently enrolled as students at East Texas State University. The infirmary is not equipped to handle complex surgical procedures but a physician is available to diagnose injuries and illnesses, provide necessary first aid and emergency care, make referrals when necessary, use available knowledge and techniques in a program of preventive medicine, and provide aid in remedial care.

The infirmary will be open 24 hours a day on a schedule devised to coincide with dates set each year for the opening and closing of the single residence halls. A student in need of medical attention should report to the infirmary. A physician will be on duty during regular clinic hours.

Print Shop:

Printing and paper items such as letterheads, envelopes, blank paper, cards, etc. are secured by University departments from the University Print Shop. Interdepartmental requisitions signed by the department head are submitted to the Fiscal Office for approval of purchase.

The University Store:

The University Store is located in the south wing of the Memorial Student Center and is owned and operated by East Texas State University. The basic function of the University Store is to supply required textbooks and supplies as designated by the faculty of the university. Store policy and the procedure for ordering textbooks are listed in the Fiscal Regulations.

Counseling Center:

A variety of services is provided for all students free of charge at the University Counseling Center. Professional counselors will discuss any matter which concerns a student to assist him in achieving and maintaining his maximum effectiveness as a person.

Through interviews, the use of tests, the Occupational Information Library, and referrals, the Counseling Center may offer help to students on matters of personal, vocational, or academic interest.

Audio-Visual Center:

Both instructional materials and equipment are available from the Audio-Visual Center for faculty use.

Materials owned by the Center include films, filmstrips, audio and video tapes, slides, and masters for transparencies.

Commercially produced materials that are not owned by the Center may be rented. Instructors who need materials such as charts, posters, graphs, transparencies, and slides for instructional purposes that are not available from commercial sources may have them produced at the Center. Consultative services are also provided for instructional design and development.

Television facilities are available on request for producing and reproducing various kinds of programs.

Arrangements for use of all services may be made by personal contact, telephone, or written request.

Continuing Education:

The mission of the East Texas State University Division of Continuing Education is the organization and administration of all off-campus instructional programs such as conferences, short courses, and other non-credit, on-campus organized programs of an educational nature.

The principal functions of the division include the organization and administration of extension classes, informal courses, conferences, institutes, seminars, and correspondence courses. Additional information may be found in the Catalog of the Division of Continuing Education, published annually at East Texas State University.

Recreation:

The following recreational facilities are available to members of the faculty and staff.

WEIGHT LIFTING: One fully equipped weight training room, located in the Field House is available for use by faculty and students from 3 to 5 p.m. daily.

TENNIS: Outdoor tennis courts may be used by students and faculty after 4 p.m. daily. The courts are lighted and are available into the evening hours. These courts are located directly west of the Field House.

SWIMMING: An outdoor swimming pool is located east of the Field House and is available to faculty and members of their families as well as students during the summer months from 2-5 p.m. daily.

SAUNA BATH: Located in the men's dressing room of the Field House, the sauna bath is available to men faculty members. Arrangements for its use should be made with the Head of the Department of Physical and Health Education prior to arrival at the Field House.

WHIRL POOL BATH: Available in the athletic training room is a whirl pool bath for any faculty member needing its use. Arrangements should be made with the department head for its use.

Faculty members wishing to use the gymnasium for basketball, volleyball, badminton, gymnastics, etc., should contact the Head of the Department of Physical and Health Education for hours when these facilities are available.

Texas Teacher Retirement System:

Full-time employees of public, state-supported educational institutions in Texas are eligible for membership in the Teacher Retirement System. Some of the benefits of this system include:

1. DEATH AND SURVIVOR BENEFITS. A member is covered by death benefits beginning with his first day of work. This plan includes lump-sum payment to a survivor of an amount equal to the member's current annual salary, but not to exceed $25,000. As a members' years of service accrue, other death benefit plans gain in value. The member also has the added protection of survivor benefits. This plan provides monthly payments to the surviving family of the member.

2. SERVICE RETIREMENT. Various age and length of service retirement plans are provided by this system. There is no mandatory retirement age under the teacher retirement law; the age at which a person must retire is a matter of local school policy.

3. DISABILITY BENEFITS. If a member becomes totally and permanently disabled, and is approved for disability payments, several plans are provided. The amount of payment under disability benefits depends upon the member's length of service.

The costs of membership in the Teacher Retirement System are $5.00 annual membership fee and 6 per cent of all salary up to $25,000. The member's deposits are matched by the state.

Additional information is available upon request from the Teacher Retirement System of Texas, Austin, or in the University Business Office.

Optional Retirement Program:

The Board of Regents of East Texas State University has authorized the establishment of an optional retirement program in lieu of membership in the Teacher Retirement System of Texas, effective February 1, 1969. Both the employee's contribution and the state's matching contribution to the optional retirement plan shall be of all salary up to $25,000. The member's deposits are as provided by law. The state will match 6 per cent of the eligible employee's salary, not to exceed $25,000.

Eligible employees of ETSU should, within ninety days following the date of employment, elect to participate or not to participate in the optional retirement plan. A person is automatically considered a member of the Teacher Retirement System unless he elects to participate in the optional retirement program during the first ninety days of employment.

Four insurance companies are authorized by the ETSU Faculty Insurance Committee to offer the optional retirement plan. The University and this committee's approval of a company is necessary because of contractual requirements necessary between a company and the university. Careful control of membership in either of these programs is essential. An eligible employee, therefore, must be in the Teacher Retirement System unless he has properly executed forms for an optional retirement plan.

Additional information is available in the University Business Office or from any of the four authorized insurance companies.

Some Differences Between
Teacher Retirement System of Texas (TRS)
and
Optional Retirement Program (ORP)

1. Benefit amounts under TRS are based on length of service and salary; there is no direct relationship with your deductions, the state's matching funds, or the interest they earn during the accumulation period.

2. Benefit amounts under ORP are related directly to your deductions, the state's matching funds, and reflect earnings on these accumulations.

3. TRS does include certain death and disability benefits not provided under ORP. If the ORP is adopted and this protection is desired, it must be maintained outside of the plan.

4. Under TRS there is no direct vesting of state funds until after ten years of service, and then only if the employee leaves all money on deposit until retirement.

5. Under ORP state funds vest at the beginning of the second calendar year of participation in the plan by the individual faculty member.

Group Life Insurance:

Group term life insurance is available to faculty members. The amount of the insurance is dependent upon the salary schedule of the individual member. Currently the contract for coverage has been awarded to Firemen's Fund American Life Insurance Company. The Fiscal Department will furnish details concerning application for coverage which must be made within 30 days after employment.

Income Protection Plan:

The University currently has a contract with Firemen's Fund American Life Insurance Company to protect the individual employee for loss of income in case of disability due to accident or illness. The amount of income protection is two-thirds of salary, less any TRS or Social Security Benefits, with a 90-day waiting period.

Details concerning this coverage and application forms may be obtained in the Fiscal Department.

Group Hospitalization Insurance:

The University has a group hospital, medical-surgical and major medical plan with Firemen's Fund for all regular faculty and staff members. Enrollment is available for the family of the employee including children under age 19. When unmarried children reach age 19 they may continue their coverage as sponsored dependents until they reach age 25, provided they remain unmarried and full-time students.

Applications for coverage must be submitted by a new employee within thirty days after employment; new spouse or newborn baby at any time.

Those members covered under the policy who plan to be away for the summer or who take leaves of absence should make arrangements for the payment of the premium during these times by contacting the Fiscal Department.

Forms for application and coverage and claim forms are available in the Fiscal Department.

Firemen's Fund protection may be continued after your employment is terminated. Within 30 days after leaving, you must apply for "non-group" coverage (the rates and benefits will be somewhat different) and a new certificate will be issued regardless of your health at the time.

Athletic Tickets:

Season tickets to all athletic events are sold at the athletic office, located in the southwest corner of the Field House. For more ticket information, faculty members should call the office of the Athletic Director.

VI. Events, Organization, and Recreation

Student Publications:

The *East Texan*, semi-weekly newspaper, the *ETSU Special*, a quarterly magazine, and the *Locust*, school yearbook, are laboratory publications staffed by students. These publications offer an outlet for stories about faculty activities and activities of classes and departments. The newspaper reports departmental activities by word and picture, and the yearbook attempts to capture the highlights of the year in all phases of University life.

Office of Information:

The Office of Information is a service branch of the University with a primary responsibility of informing the University's publics—both internal and external—concerning University programs, policies, activities and personnel.

The Office of Information is expressly responsible for maintaining relations between the University and the news media. It also acts in an advisory capacity to offices and departments desiring assistance in the preparation of promotional materials.

Faculty Courtesy Fund:

The faculty maintains a courtesy fund administered by a faculty committee for the purpose of sending flowers in the case of serious illness or death in the immediate family of a faculty member. Proper courtesies, in the name of the faculty, are also sent to members of the Board of Regents and other official friends in times of bereavement. Cards and telegrams are sent on various other occasions. Although contributions are voluntary, it is suggested that one half of one per cent of the net amount of the September salary be contributed to the fund. The Faculty Courtesy Fund Committee will furnish details to those wishing further information.

Newcomer's Club:

The Newcomer's Club is an organization for wives of new faculty members. The purpose of this group

is to help new people get acquainted. Faculty wives are eligible for membership during their first two years at ETSU and are urged to participate.

The Alumni Association:

The Alumni Association of ETSU is an organization in which former students and friends of the University can maintain an active part in the institution's growth and prosperity.

The proposed goals of the association for ETSU include: (1) a self-supporting association, (2) a faculty enrichment program, (3) support for research projects, (4) a supplement salary for visiting distinguished professors, (5) building aids and funds, and (6) to help support faculty and student recruitment.

Memberships Available

LIFE

Life membership is a one-time membership payment. Ninety per cent of payment goes into a permanent fund and ten per cent goes to operational expenses. This can be paid in $25.00 monthly payments. Cost: Single $225.00 or joint $300.00.

SUSTAINING

Contributions from this membership will enable the University to create a permanent fund. This program adds strength to the university and builds for the future. Cost: $25.00 or more annually.

MATCHING

The matching ratio for the National Defense Student Loan Fund is 90 per cent federal to 10 per cent institutional. These loans are made to students who have a financial need and exhibit sufficient potential for the completion of a degree. For every dollar given, ETSU can receive nine more. Cost: $15.00 or more annually.

ANNUAL

A contribution of this nature goes solely to the operation of the association. This type of membership frees University money for other areas of improvement. Cost: $7.50 single or $10.00 joint.

GRADUATE

This membership is offered to graduates of one year or less and carries all the rights and privileges of the other memberships. This privilege can be exercised anytime during the first year after graduation. Cost: $5.00 single or $6.50 joint.

ETSU Foundation:

The Foundation is a non-profit corporation founded exclusively for charitable, educational and scientific purposes, and to assist in the further development of East Texas State University at Commerce, Texas. The Board of Regents of East Texas State University through the Foundation Board of Directors will operate, control and manage the corporation. Its operation conforms to all the applicable laws of the State of Texas. The Foundation is established with all powers necessary and incidental to its acceptance of donations, gifts, grants of money and/or property and the administration of these resources. Through the Board of Directors expenditures may be made to obtain and maintain the best faculty and staff available; the establishment and maintenance of facilities and laboratories for advancement of research, other literary and scientific undertakings; recruiting of outstanding students; and endowment of faculty chairs.

Recitals, Musicals, Plays, and Exhibits:

The Music Department sponsors numerous faculty and student recitals and musicals throughout the year that are free to faculty members and their families.

The University Playhouse performs frequent drama, comedy, and children's theater in the comfortable free-stage theater. All seats are reserved at performances.

The Art Department frequently sponsors exhibitions of works by faculty, students and visiting artists. In addition, the MSC schedules exhibitions of various forms of the visual arts.

University Dames' Club:

The purpose of the University Dames' Club is to promote fellowship among its members, to furnish opportunities for mutually beneficial association, and in every way possible to further the interests of the University. Membership is open to wives and mothers of full-time members of the administration, administrative staff, and teaching faculty; all women faculty members; wives of retired faculty members living in Commerce; and faculty widows living in Commerce. The club has meetings once each month.

Miscellaneous Events:

There are many events sponsored by various University groups that are of interest to faculty families. Some of these are Christmas carols and other seasonal events, Orphan's Party, Western Week, Religious Emphasis Week, Career Day, Homecoming programs, and others.

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